

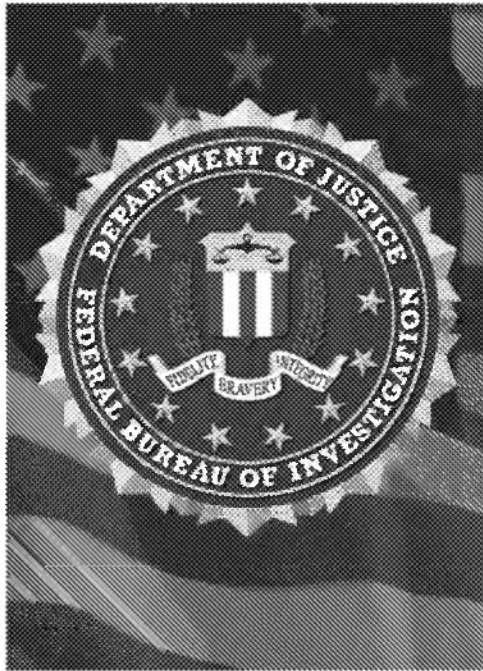
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(U) Hostage Rescue Team Policy Guide



(U) Federal Bureau of Investigation

(U) Critical Incident Response Group

(U) 1051PG

(U) March 24, 2019

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(U) Hostage Rescue Team Policy Guide

(U) Approvals (For IPO Use Only)

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(U) General Information

- (U) Questions or comments pertaining to this policy guide (PG) can be directed to:
- (U) Federal Bureau of Investigation Headquarters (FBIHQ), Critical Incident Response Group (CIRG)
- (U) Division point of contact (POC): unit chief (UC), National Operations and Training Unit (NOTU),

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(U) Supersession Information

- (U) This document supersedes the *Hostage Rescue Team Policy Guide*, 0801PG.
- (U) This document and its contents are the property of the FBI. If the document or its contents are provided to an outside agency, it and its contents are not to be distributed outside of that agency without the written permission of the unit listed above.
- (U) This PG is solely for the purpose of internal FBI guidance. It is not intended to, does not, and may not be relied upon to create any rights, substantive or procedural, enforceable by law by any party in any matter, civil or criminal, nor does it place any limitation on otherwise lawful investigative and litigative prerogatives of the Department of Justice (DOJ) and the FBI.

(U) *Domestic Investigations and Operations Guide (DIOG)* Provision

No policy may contradict, alter, or otherwise modify the standards of the DIOG. Requests for DIOG modifications can be made to the Internal Policy Office, pursuant to DIOG subsection 3.2.2 paragraphs (A), (B), (C), and (D).

(U) Revision Log

(U) The revision log documents substantive changes made to the previous version of this policy, the *Hostage Rescue Team Policy Guide*, 0801PG, published on August 27, 2015. The numbers and titles in the “Revised” column refer to the subsections as they currently appear in this updated policy. “Deleted” subsection numbers refer to those in the previous published version of the policy.

Revised Section Number and Title	Deleted Section Number and Title
2.1.2. On-Scene Commander (OSC)—ADIC, SAC, Assistant Special Agent in Charge (ASAC), and National Assets Commander (NAC), or Designee	
2.1.4. 	
4.7. 	

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1. (U) Introduction

1.1. (U) Purpose

(U) This policy guide (PG) provides guidance on the selection, training, and operation of the Hostage Rescue Team (HRT) and details the procedures, protocols, and responsibilities for this program.

1.2. (U) Scope

(U) This PG applies to Federal Bureau of Investigation Headquarters (FBIHQ) and field office (FO) executive management and personnel, FO special weapons and tactics (SWAT) coordinators, FO team leaders, SWAT agents, crisis management coordinators, and Tactical Section (TS) personnel.

1.3. (U) Exemptions

(U) There are no exemptions to this policy.

1.4. (U) Background

(U) The HRT program was established under the authority of the Attorney General (AG) in 1983 to provide a tactical counterterrorist team that bridges the gap between the special mission units (SMUs) of the Department of Defense (DoD) and law enforcement SWAT teams for extraordinary hostage situations occurring within the United States. Since its inception, the team has been assigned additional responsibilities and duties, which have necessitated the development and adoption of specialized tools and resources to facilitate the rapid and successful accomplishment of its mission. Although oriented principally toward a counterterrorism mission, the team has evolved into a flexible emergency response component of the Federal Bureau of Investigation (FBI) capable of operating in a variety of conditions and circumstances.

1.5. (U) Mission Statement

(U) The HRT's mission is to provide safe and effective tactical operations for all facets of FBI investigative and intelligence activities, crisis threat response, and law enforcement assistance, utilizing a tiered integration of field and national tactical assets.

1.6. (U) Vision

(U) The HRT's vision is to integrate the FBI's tactical response assets to address current and emerging terrorist and criminal threats in furtherance of strategic policies and directives through the use of effective and specialized tactics, techniques, and procedures. As a force multiplier, the HRT aims to enhance the FBI's worldwide intelligence collection, investigative capability, and crisis response, while appropriately leveraging other government and whole community capabilities.

2. (U) Roles and Responsibilities

2.1. (U) Field Office

2.1.1. (U) Assistant Director in Charge (ADIC), Special Agent in Charge (SAC), or Designated Acting

(U) The ADIC, SAC, or designated acting may request assistance from the TS, HRT in accordance with Section 4 of this PG.

2.1.2. (U) On-Scene Commander (OSC)—ADIC, SAC, Assistant Special Agent in Charge (ASAC), and National Assets Commander (NAC), or Designee

(U//~~FOUO~~) Operational and administrative control of SWAT and/or HRT resides with the OSC of the affected FO, unless otherwise directed by the FBI Director (or designee). The OSC must:

- (U//~~FOUO~~) Possess knowledge of the crisis management components of the Critical Incident Response Group (CIRG), as described [REDACTED] in the *Crisis Management Policy Guide*, 0899PG. b7E
- (U//~~FOUO~~) Employ crisis management components, as appropriate and described within the *Crisis Management Program Policy Guide*.
- (U//~~FOUO~~) Maintain direct command and operational control of the crisis management components and operational control over other supporting tactical assets.
- (U//~~FOUO~~) Determine the overall tactical strategy for responding to and/or resolving a crisis incident.
- (U//~~FOUO~~) Possess knowledge of the weapons of mass destruction (WMD) operational response components and capabilities of the CIRG's Counter-Improvised Explosive Devices Section (C-IEDS) and the Weapons of Mass Destruction Directorate (WMDD), as described [REDACTED] in the *Hazardous Devices Operations Center (HDOC) Policy Guide*, 0233PG. b7E

- (U) Authorize the deliberate operational use of explosive breaching techniques.
- (U) Authorize the use of explosive breaching techniques under exigent circumstances.

2.1.2.1. (U) Tactical Commander (TC)

(U//~~FOUO~~) The TC manages the tactical assets assigned to a crisis, provides tactical advice to the FBI OSC, coordinates and synchronizes special mission planning, and directs tactical units during operational/mission phases. The TC reports directly to the OSC and is typically the HRT commander, deputy commander, or a designated TS unit chief (UC).

(U) The TC must:

- (U//~~FOUO~~) Report to and advise the OSC on all tactical matters related to the incident.
- (U//~~FOUO~~) Plan, coordinate, and lead the TS/HRT to accomplish the assigned mission.
- (U//~~FOUO~~) Provide advice to and interface with the FO executive management.

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- (U//~~FOUO~~) Provide oversight of the development and implementation of fragmentary orders (FRAGO), warning orders (WARNO), concepts of operations (CONOPS), and operations orders (OPORD) following approval by the OSC or NAC.
- (U//~~FOUO~~) Coordinate the activities of all FBI tactical assets, including SWAT teams and HRT.

2.1.3. (U) SWAT Team Leader

(U//~~FOUO~~) The SWAT team leader (TL) directs the team in the execution of an approved plan. For more on the roles and responsibilities of the SWAT TL see the *Special Weapons and Tactics Policy Guide*, 0963PG.

2.1.4. (U) [REDACTED]

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2.2. (U) Critical Incident Response Group/Tactical Section

(U//~~FOUO~~) The CIRG's TS maintains the FBI's national-level tactical response component, the HRT, and is the program manager (PM) for the FBI's 56 field SWAT teams. In addition, TS maintains the National Operations and Training Unit (NOTU), the Tactical Helicopter Unit (THU), the Operational Support Unit (OSU), the Crisis Negotiations Unit (CNU), and the SWAT Operations Unit (SOU). These TS resources ensure that the United States government (USG) has integrated tactical response with capabilities that can be utilized either within the continental United States (CONUS) or outside the continental United States (OCONUS) to safeguard U.S. citizens and critical national infrastructure and assets. The priority and focus of the TS is to:

- (U//~~FOUO~~) Maintain preparedness to deploy to any location upon notification by the FBI Director (or his designated representative) to successfully resolve terrorist, criminal, or WMD incidents in accordance with the FBI's priorities, applicable Presidential directives and executive orders (EOs), and the National Planning Frameworks (NPFs).
- (U//~~FOUO~~) Implement time-sensitive deployment (TSD) response [REDACTED]
- (U//~~FOUO~~) Train, equip, and deploy tactical agents in support of international operations to conduct intelligence collection and investigations in accordance with extraterritorial options and global pursuit strategy.
- (U//~~FOUO~~) Provide enterprise-wide tactical planning, communications, standardization, and program management.
- (U//~~FOUO~~) Provide a robust crisis negotiation response both nationally and internationally [REDACTED]
- (U//~~FOUO~~) Establish liaison and conduct tactical training for FBI FOs and federal, state, local, and international partners.

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- (U//~~FOUO~~) Recruit, train, and retain a highly qualified cadre of special agents (SAs), professional staff, and special mission experts.

2.2.1. (U) National Operations and Training Unit

(U) NOTU must:

- (U//~~FOUO~~) Provide operational planning, management, and oversight for the HRT Units.
- (U//~~FOUO~~) Deploy to any location and perform operational planning for intelligence collection and law enforcement activities, as directed by the HRT commander or OSC.
- (U//~~FOUO~~) Provide and coordinate core-skill training for the HRT and SWAT teams in coordination with the SOU and in accordance with the identified priorities of the SC of the TS (i.e., the commander's priorities).
- (U//~~FOUO~~) Conduct research and development of equipment relevant to the TS.
- (U//~~FOUO~~) Manage the HRT tactical recruiting program (TRP), discussed in detail below, the HRT selection process, and the New Operator Training School, discussed in detail below.
- (U//~~FOUO~~) Coordinate the HRT tactical response within the FBI. See the Crisis Management Policy Guide, 0899PG.
- (U//~~FOUO~~) Coordinate TS/HRT resources and staff for training or operations.
- (U//~~FOUO~~) Develop strategic policy for the FBI tactical response assets to ensure that operational readiness, deployment capabilities, and training are in accordance with the NSPDs, NRF, and other mission mandates.
- (U//~~FOUO~~) Conduct course-of-action development for the TC and/or OSC.
- (U//~~FOUO~~) Establish and maintain a tactical operations center (TOC) and forward command post for all deploying tactical resources.
- (U//~~FOUO~~) Coordinate requests for HRT training, demonstrations, and briefings for outside domestic and foreign agencies.

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2.2.1.1. (U) OTU Supervisory Special Agents (SSAs)

(U//~~FOUO~~) The HRT SSAs assigned to the OTU serve as special mission planners (SMPs) and as tactical trainers. They also develop and implement strategic and tactical policy for the section.

(U//~~FOUO~~) An SMP who is assigned to OTU must have extensive experience in tactical training and operational matters. The SMP is responsible for providing operational planning support to an FO, responding to incoming requests for TS assistance, supporting tactical operations through the development of OPORDs, and providing command and control for the TOC.

(U) The SMP must:

- (U//~~FOUO~~) Evaluate the requests for assistance from FOs and legal attachés (Legats).
- (U//~~FOUO~~) Assist in the development of courses of action (COAs).
- (U//~~FOUO~~) Develop a CONOP for the requesting FO and tactical commander.

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- (~~U//FOUO~~) Assist the TS survey team with assigned duties, when time permits.
- (~~U//FOUO~~) Make operational recommendations to the FO and CIRG management.
- (~~U//FOUO~~) Coordinate the tactical support package provided to the FO.
- (~~U//FOUO~~) Develop a WARNO, FRAGO, and OPORD in coordination with TS/HRT UCs and team leaders.
- (~~U//FOUO~~) Brief the WARNO, OPORD, and CONOP as necessary.
- (~~U//FOUO~~) Coordinate and provide oversight of the TS/HRT TOC.

2.2.2. (U) Tactical Helicopter Unit (THU)

(U) The THU must:

- (~~U//FOUO~~) Provide the TS/HRT and the FBI with aviation support during terrorist or other criminal acts.
- (~~U//FOUO~~) Deploy [redacted] to conduct the emergency evacuation of the FBI Director from the NCR area (continuity of operations plan [COOP]/continuity of government [COG]). b7E
- (~~U//FOUO~~) Deploy [redacted] to any location and provide helicopter support to requesting law enforcement or government agencies, where appropriate. b7E

(U) Possess the capabilities to support the following missions:

- (~~U//FOUO~~) Medical evacuation (MEDEVAC) operations [redacted]

(~~U//FOUO~~) The THU has the ability to operate in all environments, including day, night, cold weather, [redacted]

(~~U//FOUO~~) The *FBI Aviation Regulations Policy Guide, 0903PG* requires aircraft to be used for official business only, including use for investigative purposes [redacted]

[redacted] as well as training and proficiency flight evaluations, aircraft maintenance test/functional check flights, and

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tactical operations. As a safety measure, without advanced training and approval, THU must limit outside agencies and/or FO SWAT teams to airland inserts, command and control, and MEDEVAC operations. THU follows the established special mission tasks as described in the THU standard operating procedures (SOPs) (i.e., METLs and tasks, conditions, and standards).

2.2.2.1. (U) Tactical Helicopter Unit UC

The THU UC must:

- (U//~~FOUO~~) Possess knowledge of all pertinent Federal Aviation Administration (FAA) regulations, the FBI Aviation Regulations Policy Guide, 0903PG the THU SOP, the operations specifications of each helicopter, and the provisions of applicable regulations necessary for the proper management and supervision of the THU.
- (U//~~FOUO~~) Deploy with the THU to the sites of critical incidents, major investigations, and special events, when necessary.
- (U//~~FOUO~~) Maintain routine contact with leaders and managers of the DoD, Department of Homeland Security (DHS), and state, local, and federal law enforcement agencies, as appropriate.
- (U//~~FOUO~~) Maintain a close working relationship with FBIHQ, especially Counterterrorism Division (CTD) and Criminal Investigative Division (CID), as well as the CIRG's Surveillance and Aviation Section (SAS).
- (U//~~FOUO~~) Manage the THU's safety program, helicopter maintenance program, WMD program, aviation coordinator (AvCO) program, operations program, aviation life support and equipment (ALSE) program, pilot selection program, training program, SOP, and aviation manual development.
- (U//~~FOUO~~) Manage all aspects of THU's budget and flying-hour expenditures.
- (U//~~FOUO~~) Prepare reports related to THU programs and forward this information to the appropriate entities within FBIHQ.
- (U//~~FOUO~~) Manage, plan, and execute tactical helicopter missions, including, but not limited to:



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(U//~~FOUO~~) All tasks listed above must be accomplished in all environments during the day or at night [REDACTED] Personal protective equipment (PPE) must be worn for all tasks done [REDACTED]
[REDACTED]

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2.2.2.2. (U) Supervisory Special Agent and Special Agent Pilots

(U) SSA and SA pilots report directly to the THU UC. Pilot responsibilities include, but are not limited to:

- (U//~~FOUO~~) Compliance with the METL and tasks, conditions, and standards provided in the THU SOP.
- (U//~~FOUO~~) Awareness of all pertinent THU requirements; the FAA regulations; the FBI Aviation Regulations Policy Guide, 0903PG; and other regulatory data bearing on the performance of pilot duties.
- (U//~~FOUO~~) Knowledge of the pertinent provisions of the FBI Aviation Regulations Policy Guide, 0903PG, the Domestic Investigations and Operations Guide (DIOG) (in particular, knowledge of [REDACTED] policies, regulations, recordings, and evidence collection), the THU SOP, the Helicopter Training and Standardization Manual, rotorcraft flight manuals, and other applicable data. These manuals are located in the helicopters as well as with the TS.
- (U//~~FOUO~~) Flight planning and preparation, including pre-flight inspections of aircraft and equipment.
- (U//~~FOUO~~) Accurate and timely knowledge of weather briefings.
- (U//~~FOUO~~) Determination of flight planning information, including course, airspeed, altitude, and duration.
- (U//~~FOUO~~) Timely reporting of new or previously unknown hazards to pilots and the aviation safety coordinator (ASaf).
- (U//~~FOUO~~) Conduct of post-flight inspection, including ensuring adequate refueling and preparation of aircraft for the next mission.
- (U//~~FOUO~~) Creation of appropriate entries in aircraft logbooks, noting discrepancies.
- (U//~~FOUO~~) Maintenance of a current Class II (minimum) FAA medical certificate, in accordance with Federal Aviation Regulation (FAR) Part 67.
- (U//~~FOUO~~) Maintenance of a current FAA Rotorcraft-Helicopter Commercial/Instrument Pilot Certificate.
- (U//~~FOUO~~) Completion of an annual helicopter pilot-in-command (PIC) and/or copilot evaluation, in accordance with the FBI Aviation Regulations Policy Guide, 0903PG.
- (U//~~FOUO~~) Possession of a mission-capable designation, as made by the THU UC, and maintenance of flight currencies and required licenses.
- (U//~~FOUO~~) Performance of additional duties, as assigned.

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2.2.2.3. (U) Supervisory Special Agent – Civilian Mission Flight Instructor (CMFI)

(U) The SSA designated as the CMFI/standardization instructor pilot reports directly to the THU UC. CMFI responsibilities include, but are not limited to, all of the information detailed above. In addition, the CMFI must:

- (U//~~FOUO~~) Implement a comprehensive new aviator training program and a sustainment training program for the THU.
- (U//~~FOUO~~) Assist the UC with preparation of flying hour reports.
- (U//~~FOUO~~) Update training manuals and SOPs, as necessary.
- (U//~~FOUO~~) Implement long-term training goals and objectives.
- (U//~~FOUO~~) Provide flight evaluations and standardization of THU pilots and instructor pilots.

(U//~~FOUO~~) Perform other duties, as assigned.

2.2.2.4. (U) Training and Standardization Coordinator

(U) The training and standardization coordinator reports directly to the THU UC and must:

- (U//~~FOUO~~) Ensure the implementation of a thorough and comprehensive new aviator training program and sustainment training program for the THU.
- (U//~~FOUO~~) Update training manuals and SOPs, as necessary.
- (U//~~FOUO~~) Ensure the implementation of long-term training goals and objectives.
- (U//~~FOUO~~) Provide flight evaluations and standardization of other pilots or instructor pilots.

2.2.2.5. (U) Aviation Coordinator

(U) The AvCO reports directly to the THU UC and must:

- (U//~~FOUO~~) Coordinate aviation activities outside of the TS.
- (U//~~FOUO~~) Maintain weekly, monthly, and long-term flight schedules.
- (U//~~FOUO~~) Conduct liaison activities with other FBI entities and federal, state, and local law enforcement agencies regarding joint flight operations.
- (U//~~FOUO~~) Maintain [REDACTED] for the THU.
- (U//~~FOUO~~) Maintain liaison and effective support for the HRT.

(U//~~FOUO~~) Prepare monthly utilization statistics, the six-month aviation report, and other aviation reports, as required.

2.2.2.6. (U) Operations Coordinator

(U) The operations coordinator reports directly to the THU UC and must:

- (U//~~FOUO~~) Publish and disseminate quarterly training calendars and weekly flight schedules.
- (U//~~FOUO~~) Gather monthly THU statistical accomplishments and unaddressed work.

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- (U//~~FOUO~~) Assist the AvCO with the preparation of aviation activity reports, as required.
- (U//~~FOUO~~) Conduct liaison with the HRT OTU to schedule weekly and quarterly training.

2.2.2.7. (U) Aviation Safety Coordinator

(U) The ASaf reports directly to the THU UC and the HRT commander, as appropriate, and must:

- (U//~~FOUO~~) Manage the THU aviation safety program.
- (U//~~FOUO~~) Maintain a safety library, including appropriate safety related publications.
- (U//~~FOUO~~) Maintain a safety bulletin board [redacted] to ensure timely crew awareness of safety issues. b7E
- (U//~~FOUO~~) Hold quarterly safety meetings—or more frequently, as necessary—regarding accident prevention measures, observed or reported hazards, and other safety-related issues.
- (U//~~FOUO~~) Attend required CIRG, SAS safety meetings, FAA-sponsored seminars, safety events, and other meetings, as they relate to aviation safety and as deemed necessary to enhance aviation safety.
- (U//~~FOUO~~) Monitor aviation operations and facilities to ensure timely detection and awareness of potential safety hazards and prompt preventive measures.
- (U//~~FOUO~~) Directly report all issues that may affect aviation safety to the chain of command.
- (U//~~FOUO~~) Ensure that the pre-accident plan is readily accessible, in accordance with the FBI Aviation Regulations Policy Guide, 0903PG, and update the plan when appropriate.
- (U//~~FOUO~~) Maintain direct liaison with the director of aviation safety, SAS.
- (U//~~FOUO~~) Ensure compliance with SAS-issued aviation safety directives (ASDs).

2.2.2.8. (U) Weapons of Mass Destruction/New Technology Coordinator

(U) The THU-designated WMD/new technology coordinator must:




- (U//~~FOUO~~) Maintain currency and proficiency in all assigned aircraft.
- (U//~~FOUO~~) Maintain THU WMD and serviceable equipment and comply with required inspections.
- (U//~~FOUO~~) [redacted] b7E
- (U//~~FOUO~~) [redacted]
- (U//~~FOUO~~) Integrate new technology into THU mission planning and equipment purchases for the THU fleet.
- (U//~~FOUO~~) Maintain and manage [redacted] b7E
- (U//~~FOUO~~) Use [redacted] b7E
- [redacted]

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- (U//~~FOUO~~) Conduct research and development of new hardware for flight planning platforms to deploy with THU aircraft.

2.2.2.9. (U) Aviation Life Support and Equipment Coordinator

(U) The THU-designated ALSE coordinator must:

- (U//~~FOUO~~) Maintain currency and proficiency in all assigned aircraft.
- (U//~~FOUO~~) Recommend to the THU UC new ALSE that will enhance flight safety.
- (U//~~FOUO~~) Develop and provide to the THU UC the budget projections necessary to sustain the ALSE program. This budget includes the procurement of new items, funding inspections and replacement of life-limited items, and research and development costs.
- (U//~~FOUO~~) Maintain inventory, issue equipment, and track all ALSE.
- (U//~~FOUO~~) Design and manage ALSE storage space that conforms to storage and maintenance requirements set by THU.
- (U//~~FOUO~~) Research, test, evaluate, and procure ALSE gear. This gear includes, but is not limited to:
 - (U) Flight helmets.
 - (U) Flotation vests.
 - (U) Ballistic vests.
 - (U) Survival vests.
 - (U) Life rafts.
 - (U) 
 - (U) 
 - (U) 

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2.2.2.10. (U) Load-Out/Pilot Selection Coordinator

(U) The THU-designated load-out/pilot selection coordinator must:

- (U//~~FOUO~~) Maintain currency and proficiency in all assigned aircraft.
- (U//~~FOUO~~) Ensure deployment and transportation of all THU equipment via military or civilian contracted heavy-lift aircraft, ground transportation, or as directed by HRT Logistics.
- (U//~~FOUO~~) Maintain liaison and conduct coordination with military airlift units and civilian contractor airlift, as required.
- (U//~~FOUO~~) Develop a database of all THU deployable items. Each deployable item must be recorded in the database with documentation of the weight, cubic foot measurements, item description, and whether it is hazardous or dangerous material—as defined by Air Force Manual 24-204 and the applicable material safety data sheets (MSDSs)—and any other pertinent information.

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- (U//~~FOUO~~) Maintain current load plans for each type of heavy-lift aircraft utilized by the THU.
- (U//~~FOUO~~) Plan and obtain approval for a pilot staffing increase and, when required, coordinate and conduct the two-week pilot selection program.

2.2.2.11. (U) Maintenance Supervisor

(U//~~FOUO~~) The maintenance supervisor must:

- (U//~~FOUO~~) Ensure that the maintenance performed on THU aircraft is in accordance with the manufacturer's guidelines; the *FBI Aviation Regulations Policy Guide*, 0903PG; the THU SOP; and the applicable FAA regulations.
- (U//~~FOUO~~) Supervise and manage all THU maintenance personnel (both Bureau and contract employees).
- (U//~~FOUO~~) Maintain all aircraft maintenance records, monitor crew-entered maintenance discrepancies, track required and scheduled maintenance, and ensure the timely performance of aircraft maintenance.
- (U//~~FOUO~~) Monitor and schedule contract and vendor maintenance.
- (U//~~FOUO~~) Maintain compliance with applicable FAA airworthiness directives (AWDs), manufacturer's service bulletins, and other published maintenance requirements.
- (U//~~FOUO~~) Determine the airworthiness of aircraft following maintenance and in response to any requests by pilots to render an opinion regarding airworthiness issues.
- (U//~~FOUO~~) Disseminate information to crews regarding the maintenance and servicing of aircraft.
- (U//~~FOUO~~) Keep the chain of command informed regarding maintenance-related problems requiring attention, especially those which may negatively affect safety or THU mission performance.
- (U//~~FOUO~~) Monitor aircraft flight time and maintenance requirements and schedule maintenance to minimize the grounding of aircraft for maintenance.
- (U//~~FOUO~~) Ensure the safe and professional upkeep of maintenance-related work areas, tools, and equipment.
- (U//~~FOUO~~) Initiate purchase requisitions for aircraft parts, tools, supplies, and other equipment.
- (U//~~FOUO~~) Project and develop fiscal year (FY) budget information necessary to support THU maintenance operations.
- (U//~~FOUO~~) Locate, research, vet, and conduct liaison with new vendors that are necessary to support specialized or specific maintenance requirements (e.g., aircraft modifications and avionics upgrades).
- (U//~~FOUO~~) Monitor all THU vendor maintenance accounts and aircraft "maintenance only" credit card purchases.
- (U//~~FOUO~~) Approve any maintenance discrepancy deferrals.

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- (U//~~FOUO~~) Coordinate aircraft maintenance-related recovery efforts.

2.2.2.12. (U) Quality Assurance Specialist (QAS) – Aviation

(U) The QAS – aviation must:

- (U//~~FOUO~~) Ensure that all maintenance performed on THU aircraft is in accordance with applicable manufacturer's guidelines; the provisions of the FBI Aviation Regulations Policy Guide, 0903PG; the THU SOP; and FAA regulations.
- (U//~~FOUO~~) Establish and document the THU quality control protocols and procedures used to ensure that quality control is maintained throughout the life cycle of all THU aircraft.
- (U//~~FOUO~~) Maintain all aircraft maintenance records, including weight and balance data, to ensure their accuracy.
- (U//~~FOUO~~) Monitor crew-entered maintenance discrepancies, track required and scheduled maintenance (including life-limited component times), and ensure the timely performance of aircraft maintenance to ensure quality control.
- (U//~~FOUO~~) Ensure compliance with applicable FAA AWDs, manufacturer's service bulletins, and other published maintenance requirements.
- (U//~~FOUO~~) Determine airworthiness of aircraft following performance of maintenance and/or following any requests by pilots to render judgment with respect to airworthiness issues.
- (U//~~FOUO~~) Disseminate quality control information to maintenance personnel and crews regarding the maintenance and servicing of aircraft.
- (U//~~FOUO~~) Ensure that the chain of command is kept informed—through the maintenance supervisor or designated relief SSA—of maintenance-related problems requiring attention, especially those which may negatively affect quality control, safety, or THU mission performance.
- (U//~~FOUO~~) Maintain an updated maintenance library that includes:
 - (U) FAA AWDs.
 - (U) Manufacturers' maintenance manuals.
 - (U) Manufacturers' service bulletins.
 - (U) Avionics maintenance publications.
 - (U) Avionics service letters.
 - (U) Other quality control and maintenance publications, as needed.
- (U//~~FOUO~~) Track and report failure and malfunction trends for all aircraft equipment, airframe and power plant components, and avionics.
- (U//~~FOUO~~) Ensure the timely provision of maintenance-related supplies and equipment with regard to quality assurance (e.g., time-sensitive grease products).

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- (U//~~FOUO~~) Ensure the safe and professional upkeep of maintenance-related work areas, tools, and equipment with regard to quality assurance (e.g., tool calibrations).
- (U//~~FOUO~~) Initiate credit card purchases for aircraft parts, tools, supplies, and other equipment, as required.
- (U//~~FOUO~~) Coordinate with the production control (PC) coordinator on quality control procedures before, during, and after major scheduled and unscheduled maintenance events (e.g., annual inspections, engine and engine component replacements, rotor blade replacement and repair, and aircraft damage) to ensure continued airworthiness.
- (U//~~FOUO~~) Conduct liaison with aircraft and engine manufacturers, commercial industry, and government agencies to remain current on all quality assurance topics, issues, and procedures.
- (U//~~FOUO~~) Provide instruction regarding AWDs to the aviation maintenance supervisors.
- (U//~~FOUO~~) Perform other responsibilities as assigned by the maintenance supervisor or chain of command.

(U) Additionally, a QAS is the designated THU quality control (QC) coordinator. The QC coordinator directs the efforts of other QASs to ensure continued airworthiness through the highest standards of quality control.

2.2.2.13. (U) Equipment Specialist (ES)

(U) The ES (rotary-wing) must:

- (U//~~FOUO~~) Ensure that all maintenance performed on THU aircraft is in accordance with applicable manufacturer's guidelines; the provisions of the FBI Aviation Regulations Policy Guide, 0903PG; the THU SOP; and FAA regulations.
- (U//~~FOUO~~) Conduct scheduled and unscheduled maintenance on all THU aircraft, as determined by the PC coordinator.
- (U//~~FOUO~~) Maintain all aircraft maintenance records, monitor crew-entered maintenance discrepancies, track required and scheduled maintenance, and ensure the timely performance of aircraft maintenance.
- (U//~~FOUO~~) Maintain compliance with the applicable FAA AWDs, manufacturer's service bulletins, and other published maintenance requirements.
- (U//~~FOUO~~) Disseminate information to crews regarding the maintenance and servicing of aircraft.
- (U//~~FOUO~~) Ensure that the chain of command is kept informed—through the maintenance supervisor or designated relief SSA—regarding maintenance-related problems requiring attention, especially those that may negatively affect safety or THU mission performance.
- (U//~~FOUO~~) Monitor aircraft flight time and maintenance requirements and schedule maintenance so as to minimize the grounding of aircraft.
- (U//~~FOUO~~) Ensure the timely provision of maintenance-related supplies and equipment.

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- (U//~~FOUO~~) Ensure the safe and professional upkeep of maintenance-related work areas, tools, and equipment.
- (U//~~FOUO~~) Initiate purchase requisitions, with the maintenance supervisor's approval, for aircraft parts, tools, supplies, and other equipment.
- (U//~~FOUO~~) Perform responsibilities as assigned by the maintenance supervisor or chain of command.

(U//~~FOUO~~) In addition, an ES (rotary-wing) is the designated THU PC coordinator. The PC coordinator directs the efforts of other equipment specialists and contract mechanics to ensure the highest standards of production control and continued airworthiness and aircraft availability for THU mission support.

2.2.2.14. (U) Contract Mechanic

(U) The contract mechanic(s) must:

- (U//~~FOUO~~) Ensure that all maintenance performed on THU aircraft is in accordance with manufacturer's guidelines; the FBI Aviation Regulations Policy Guide, 0903PG; the THU SOP; applicable FAA regulations.
- (U//~~FOUO~~) Conduct scheduled and unscheduled maintenance on all THU aircraft, as determined by the PC coordinator.
- (U//~~FOUO~~) Maintain all aircraft maintenance records, monitor crew-entered maintenance discrepancies, track required and scheduled maintenance, and ensure the timely performance of aircraft maintenance.
- (U//~~FOUO~~) Maintain compliance with the applicable FAA AWDs, manufacturer's service bulletins, and other published maintenance requirements.
- (U//~~FOUO~~) Disseminate information to crews regarding the maintenance and servicing of aircraft.
- (U//~~FOUO~~) Ensure that the chain of command is kept informed—through the maintenance supervisor or designated relief SSA—regarding maintenance-related problems requiring attention, especially those that may negatively affect safety or THU mission performance.
- (U//~~FOUO~~) Monitor aircraft flight time and maintenance requirements and schedule maintenance so as to minimize the grounding of aircraft, as required.
- (U//~~FOUO~~) Ensure the timely provision of maintenance-related supplies and equipment, as required.
- (U//~~FOUO~~) Ensure the safe and professional upkeep of maintenance-related work areas, tools, and equipment.
- (U//~~FOUO~~) Perform other responsibilities as assigned by the maintenance supervisor or chain of command.

2.2.2.15. (U) Inventory Management Specialist (IMS)

(U) The IMS must:

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- (U//~~FOUO~~) Possess familiarity with the FBI Aviation Regulations Policy Guide, 0903PG; the THU SOP; and the applicable FAA regulations.
- (U//~~FOUO~~) Maintain an updated database of THU aircraft parts, equipment, and supplies.
- (U//~~FOUO~~) Initiate purchases, with maintenance supervisor approval, for aircraft parts, tools, supplies, and other equipment.
- (U//~~FOUO~~) Maintain an accurate method of tracking and updating all THU vendor maintenance accounts and aircraft “maintenance only” credit card purchases.
- (U//~~FOUO~~) Maintain an accurate method for ordering, shipping, and receiving aircraft parts, equipment, and supplies.
- (U//~~FOUO~~) Assist THU maintenance personnel with maintaining an accurate method for updating and tracking aircraft inspections, component times, and other historical data.
- (U//~~FOUO~~) Record general aircraft parts repair data for trend development and maintenance projections.
- (U//~~FOUO~~) Perform duties as assigned by the maintenance supervisor or chain of command.

2.2.3. (U) Operational Support Unit (OSU)

(U) The OSU must:

- (U) Provide timely and effective administrative, personnel, intelligence, logistical, and communications and technology support to the TS/HRT.
- (U) Provide continuous support in the aforementioned areas during the pre-deployment, deployment, and post-deployment phases of training and operations.

(U) The OSU consists of the following agent and professional staff/support personnel:

- (U) Administrative and personnel support staff (S-1)



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- (U) Logistics support staff (S-4)
- (U) Communications and technology support staff (S-6)

2.2.3.1. (U) OSU Unit Chief

(U) The OSU UC must:

- (U) Ensure that the TSU provides support, during training and operations, in the areas of administrative management, intelligence, logistics, and communications.
- (U) Function as the TOC coordinator during deployments to ensure that appropriate facilities and equipment are available and that the functional areas of command and control, intelligence, and communications are properly staffed.

2.2.3.2. (U) Supervisory Special Agent/Special Agent Program Manager

(U) The SSA/SA PM(s) must:

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- (U) Provide oversight of personnel services, personnel support, staffing, and administrative management.
- (U) Provide facilities, equipment, and resources to embedded intelligence analysts (IAs).
- (U) Provide oversight of intelligence readiness, intelligence tasks, intelligence synchronization, other intelligence support, and security programs.
- (U) Provide oversight of logistics operations and plans, supplies, maintenance, transportation, and services for pre-deployment, deployment, and post-deployment operations.
- (U) Provide oversight as the SSA for matters concerning command, control, and communications for the TS.

2.2.3.3. (U) Embedded Intelligence Analyst

(U) The embedded IA(s) must:

- (U) [REDACTED] b7E
- (U) [REDACTED]

2.2.3.4. (U) Logistics Management Specialist

(U) The logistics management specialist(s) must:

- (U) Coordinate the mobilization of the necessary equipment, vehicles, communication, and operational facilities.
- (U) Analyze and evaluate the current state of available resources and make the necessary acquisitions or adjustments to accommodate the immediate requirements.
- (U) [REDACTED] b7E
- (U) Be familiar with DoD load planning and hazardous materials (HAZMAT) procedures.

2.2.3.5. (U) Telecommunications Manager

(U) The telecommunications manager(s) must:

- (U//~~FOUO~~) Plan and manage the design, development, and delivery of the telecommunications systems and services that support the broad mission requirements of the FBI.
- (U//~~FOUO~~) Serve as the division's telecommunications and network systems authority.
- (U//~~FOUO~~) Serve as the principal advisor to senior program management on all matters related to the application of telecommunications and network systems.

2.2.3.6. (U) Tactical Communicator

(U) The tactical communicator(s) must:

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- (U//~~FOUO~~) Serve as a senior communicator and/or team leader, as required, in responding to FBI crises necessitating communications support; and as an expert in telecommunications deployment planning.
- (U//~~FOUO~~) Provide advice and guidance based on developed expertise in the field of tactical communications to FBI management, other federal agencies, and state and local law enforcement—both during on-site management of operations and during daily functions.

2.2.4. (U) SWAT Operations Unit

(U//~~FOUO~~) The SOU is responsible for maintaining national program management of the FBI's SWAT program and subprograms in accordance with the Special Weapons and Tactics Policy Guide, 0963PG, including:

- (U//~~FOUO~~) Training and certifying FBI SWAT teams.
- (U//~~FOUO~~) Standardizing SWAT tactics, methods, and procedures.
- (U//~~FOUO~~) Planning assistance and oversight during multiple-office SWAT deployments.
- (U//~~FOUO~~) Developing the core training curriculum.
- (U//~~FOUO~~) Managing the SWAT budget.
- (U//~~FOUO~~) Procuring, researching, and developing equipment.
- (U//~~FOUO~~) Developing, maintaining, and implementing SWAT policy.
- (U) Researching and developing the field SWAT program.
- (U//~~FOUO~~) Providing quality control and standardization through the TRMS.

2.2.5. (U) Crisis Negotiation Unit

(U//~~FOUO~~) The CNU is responsible for the prevention and disruption of terrorist- and criminal-related hostage-taking incidents against American interests, both domestically and internationally, by maintaining a national-level tactical negotiation capability.

(U//~~FOUO~~) The CNU must maintain this capability in accordance with the Crisis Negotiation Program [CNP] Policy Directive and Policy Guide, 0716DPG, and must maintain overall program management of the FO CNP.

2.3. (U) Human Resources Division, Office of Medical Services

2.3.1. (U) Chief Medical Officer

(U//~~FOUO~~) The CMO is the medical authority for all medical care provided by FBI personnel, including contracted providers, during FBI operations. With respect to this PG, the CMO provides strategic planning and oversight for medical operations.

2.3.2. (U) Emergency Medical Support Program Medical Director

(U//~~FOUO~~) The EMSP medical director must:

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- (U//~~FOUO~~) Provide strategic medical liaison with regard to the EMSP to the medical agencies of the DoD, the Department of Energy (DOE), the DHS, and the Department of Health and Human Services (HHS).
- (U//~~FOUO~~) Provide credentialing, medical authority, and oversight of clinical care provided by FBI medical assets.
- (U//~~FOUO~~) Approve and coordinate any medical support provided by outside assets or agencies.

2.3.3. (U) HRT Medical Officer

(U//~~FOUO~~) The HRT medical officer is an FBI medical professional officer assigned to HRT, with medical supervision oversight provided by EMSS. The HRT medical officer:

- (U//~~FOUO~~) Manages the overall health and welfare of all TS personnel.
- (U//~~FOUO~~) Oversees all aspects of medical training for the HRT and SWAT programs.
- (U//~~FOUO~~) Coordinates with the HRT OMC in the development of clinical operational plans in support of HRT.
- (U//~~FOUO~~) Consults with the FBI CMO and EMSP medical director on strategic medical planning involving any assets or agencies beyond HRT organic capability.
- (U//~~FOUO~~) Represents the clinical aspects of the HRT medical program and its interests to all levels within the FBI.
- (U//~~FOUO~~) Serves as tactical-level liaison between the TS/HRT command structure and his or her medical counterparts of DOD and other USG agencies.
- (U//~~FOUO~~) Reports to the HRT commander for team medical issues, to the designated [redacted] Unit UC for daily activities, and to the FBI medical director, HCPU for medical authorities and matters of clinical medicine.

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2.4. (U) HRT [redacted] Units

(U//~~FOUO~~) The three operational units of HRT are identical in structure, personnel, resources, and capability. These units rotate through designated cycles defined as mission, training, and support. [redacted]

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(U) These units must:

- (U//~~FOUO~~) Be prepared to deploy to any location [redacted] by the Director (or designee).
- (U//~~FOUO~~) Train to remain highly specialized and skilled [redacted]

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- (U//~~FOUO~~) Conduct interoperability training [redacted]
[redacted]

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2.4.1. (U) Unit Chiefs

(U) Each UC must:

- (U) Ensure that the unit is fully trained and mission-capable.
- (U) Ensure the designation of a senior team leader (STL) and TLs.
- (U//~~FOUO~~) Function as the ground force commander (GFC) of the HRT at the crisis site when operationally deployed.

2.4.2. (U) Senior Team Leaders

(U) Each STL must:

- (U) Provide leadership and direction to the squads and subunit TLs.
- (U) Ensure that regular internal unit training and proficiency are maintained.

2.4.3. (U) Team Leaders

(U//~~FOUO~~) TLs must provide leadership and administrative oversight of their assigned squad personnel.

2.4.4. (U) TS/HRT Agents/Operators

(U//~~FOUO~~) TS/HRT agents and operators must perform duties as assigned and trained in support of the TS/HRT mission, including, but not limited to, functions such as breacher, canine handler, and PM, as outlined in Section 4.

2.5. (U) HRT [redacted] Unit

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(U//~~FOUO~~) The HRT [redacted] Unit is comprised of personnel who provide a variety of specialized capabilities that enhance the ability of the [redacted] Units to successfully execute tactical operations.

(U) The [redacted] Unit must:

- (U//~~FOUO~~) Provide direct support to [redacted]
[redacted]
- [redacted]
- [redacted]
- [redacted]

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2.5.1. (U) HRT Medical Program

(U//~~FOUO~~) The HRT medical support system is based on a tiered response of self-aid, buddy-aid, and advanced care. Medical interventions are guided by the standards of care set forth in the FBI Emergency Medical Support Program (EMSP) (see the Emergency Medical Support

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Program Policy Directive and Policy Guide, 0683DPG) and by tactical combat casualty care (TCCC) guidelines. Medical authority, oversight of clinical care, and credentialing are governed by and administered through the Medical Operations and Readiness Unit (MORU), EMSP medical director (see subsection 2.3.2.). The HRT Medical Program Operating Guidelines address the tasks, conditions, and standards specific to medical support of HRT operations.

(U) The HRT medical program:

- (U//~~FOUO~~) Maintains a cadre of tactically trained medical personnel who deploy with the HRT units and are available to support FBI SWAT teams.
- (U//~~FOUO~~) Provides program management of the HRT operator/emergency medical technician (EMT) program with support to the FBI field SWAT medical program.
- (U//~~FOUO~~) Ensures the training and currency of the various levels of operator EMTs.
- (U//~~FOUO~~) Conducts tactical medical planning for HRT operational and medical training deployments.
- (U//~~FOUO~~) Coordinates with the chief medical officer (CMO) and the EMSP medical director and on any strategic-level medical planning for FBI operational and training deployments involving assets external to FBI organic capability.

(U//~~FOUO~~) Each tactical unit has a cadre of operators cross-trained as medics (EMT-basic and/or EMT-intermediate) to provide immediate care at the point of injury. The units are also staffed with an advanced life support provider (paramedic or equivalent) tactical unit medics, as the next level of care at a crisis site. These tactical unit medics train and deploy with their respective units and are responsible for the health, welfare, and readiness of the unit. Medical oversight and midlevel care are provided by the HRT medical officer.

(U//~~FOUO~~) For missions in which the medical threat evaluation dictates additional medical support beyond the current capability of the HRT medical program, this medical support must be coordinated through the Employee & Medical Services Section (EMSS), Human Resources Division (HRD), through which a cadre of additional medical staff may be made available to deploy to the crisis site.

2.5.1.1. (U) Operational Medical Coordinator (OMC)

(U//~~FOUO~~) The medical program is managed by the OMC, in accordance with EMSP requirements.

(U) The OMC must:

- (U//~~FOUO~~) Manage HRT medical program operations, deployment readiness, administrative matters, and personnel.
- (U//~~FOUO~~) Represent the HRT medical program and its interests within the FBI.
- (U//~~FOUO~~) Serve as the task lead between contract medical providers and the HRT command structure.
- (U//~~FOUO~~) Report directly to the designated Unit UC for administrative and operational matters and to the HRT medical officer for clinical matters.

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- (U//~~FOUO~~) In addition to the HRT medical officer, serve as the representative for CIRG medical personnel to MORU.
- (U//~~FOUO~~) Serve as the medical operations manager for the division.
- (U//~~FOUO~~) Provide medical care through and coordinate closely with the EMSP medical director, MORU on medical protocols, medical operation plans, authorities, and administrative matters.

2.5.1.2. (U) Tactical Unit Medic

(U//~~FOUO~~) A tactical unit medic is assigned to a unit within the HRT as the primary medical provider, representative, and planner for that unit. The tactical unit medic assumes the lead medical role for any training or missions conducted by that unit.

(U) The tactical unit medic must:

- (U//~~FOUO~~) Ensure that unit personnel and medical assets are operationally deployable and in compliance with the HRT medical mission-essential task lists (METLs) in the Training Resource Management System (TRMS).
- (U//~~FOUO~~) Provide medical training to unit personnel.
- (U//~~FOUO~~) Participate in program advancements, liaison, research, and development.
- (U//~~FOUO~~) Report to the unit STL and the designated medical unit supervisor for operational matters.
- (U//~~FOUO~~) Report to the HRT medical officer for clinical matters.

2.5.1.3. (U) Operator/Medic

(U//~~FOUO~~) An operator/medic is an HRT operator who possesses current National Registry Certification as an EMT-B, I, or P and is recognized as an FBI field medical provider in accordance with subsections 3.1. and 3.1.1. of the *Emergency Medical Support Program Policy Directive and Policy Guide, 0683DPG*. Each medic must function within his or her scope of practice, as defined in subsection 3.2.3. of the *Emergency Medical Support Program Policy Directive and Policy Guide*, and within the established FBI medical care protocols.

(U) The operator/medic must:

- (U//~~FOUO~~) Execute medical interventions at the point of injury.
- (U//~~FOUO~~) Direct the casualty movement to the next level of care.

2.5.1.4. (U) HRT Medical Officer

(U//~~FOUO~~) The HRT medical officer is an FBI medical officer (i.e., a medical professional licensed as a physician's assistant-certified [PA-C]), assigned to the HRT, whose medical supervision is established through the EMSS.

(U) The HRT medical officer must:

- (U//~~FOUO~~) Manage the overall health and welfare of all TS personnel.
- (U//~~FOUO~~) Oversee all aspects of medical training for the HRT and provide medical training recommendations for SWAT programs.

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- (U//~~FOUO~~) Coordinate with the HRT OMC in the development of the clinical aspects of tactical medical operation plans in support of HRT operations.
- (U//~~FOUO~~) Consult with the FBI CMO and EMSP medical director on strategic medical planning involving any assets or agencies beyond HRT organic capability.
- (U//~~FOUO~~) Represent the clinical aspects of the HRT medical program and its interests to all levels within the FBI.
- (U//~~FOUO~~) Serve as a tactical-level liaison between the TS/HRT command structure and the medical counterparts of DoD and other USG agencies.
- (U//~~FOUO~~) Report to the HRT commander for team medical issues, to the designated [redacted] Unit UC for daily activities, and to the FBI medical director, MORU for medical authorities and clinical medicine.

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2.5.2. (U) Breaching Program

(U//~~FOUO~~) The objective of the program is to ensure a method of entry to a crisis site [redacted]

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- (U//~~FOUO~~) Maintains the [redacted] programs for the HRT and field SWAT teams.
- (U//~~FOUO~~) Makes [redacted]
- (U//~~FOUO~~) Researches and develops breaching techniques for HRT and field SWAT teams.
- (U//~~FOUO~~) Provides [redacted] a higher level of expertise to the HRT unit breachers.
- (U//~~FOUO~~) [redacted]

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2.5.2.1. (U) National Breaching Coordinator

(U//~~FOUO~~) The NBC is responsible for the overall coordination, training, and implementation of all aspects of the HRT and FO breaching programs and HRT SABT programs. The NBC is also responsible for developing requirements, for breaching capabilities, and for the management of breaching budgets and personnel. The NBC provides training, technical assistance, and operational assistance to the field SWAT teams [redacted]

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[redacted] The NBC must:

- (U//~~FOUO~~) Provide leadership and direction [redacted]

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- (U//~~FOUO~~) Ensure [redacted] is prepared for all mission requirements. b7E
- (U//~~FOUO~~) Assist with external and internal breaching requirements, as requested [redacted]
[redacted]
- (U//~~FOUO~~) Provide effective management and administrative oversight [redacted]
[redacted]
- (U//~~FOUO~~) Prepare budgets and manage expenditures in accordance with agreed-upon deliverables and HRT and SWAT requirements.
- (U//~~FOUO~~) Assign and monitor breaching projects, research, and development.

2.5.2.2. (U) [redacted] b7E

(U) During the mission cycle, [redacted] must:

- (U//~~FOUO~~) Train and deploys, as required.
- (U//~~FOUO~~) Coordinate [redacted] related to setting up and running local training.
- (U//~~FOUO~~) Ensure operational readiness and maintain complete inventory of all [redacted]
- (U//~~FOUO~~) Coordinate [redacted] duties during mission recall.
- (U//~~FOUO~~) Perform any duties assigned by the STL during an operation.
- (U//~~FOUO~~) [redacted]

- (U//~~FOUO~~) Assist [redacted] as needed.
- (U//~~FOUO~~) Provide briefings to the tactical team chain of command and unit leadership, as required.

(U) During the support cycle, [redacted] must: b7E

- (U//~~FOUO~~) Take an active role in research and development and the testing and evaluation of new equipment [redacted]
- (U//~~FOUO~~) Prepare a training curriculum and ensure that it complies with HRT lesson plans.

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- (U//~~FOUO~~) Coordinate [] budget requirements, inventory, and maintenance []
[]
- (U//~~FOUO~~) Remain current with emerging technologies and threat trend analysis.

(U//~~FOUO~~) During the mission, support, and training cycles, [] must provide training and operational consistency between units []
[]

2.5.2.3. (U) Team Breacher

(U) The team breacher must:

- (U//~~FOUO~~) Seek instruction, guidance []
[]
- (U//~~FOUO~~) Attend a three-week basic breacher course upon selection as a breacher.
- (U//~~FOUO~~) Participate in a two-year-minimum training program with benchmarks established in the personnel qualifications system (PQS) program upon graduation from the basic breacher school.

2.5.2.4. (U) HRT Special Agent Bomb Technician

(U) []

(U//~~FOUO~~) Note: FBI personnel, with the exception of the HRT, are not authorized to use []
[]

2.5.3. (U) HRT Tactical Mobility Team

(U) The TMT must:

- (U//~~FOUO~~) Provide tactical mobility and support to TS/HRT.

(U//~~FOUO~~) Provide tactical air officers (TAOs) for TS/HRT helicopters.

(U//~~FOUO~~) The TMT has a separate selection process from the HRT that determines suitability. The eligibility requirements for participation in TMT selection are the same as for the HRT

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operator selection. The TMT selection course is analogous to the HRT selection, but emphasizes

[REDACTED]

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[REDACTED] Current HRT operators may transition to the TMT without undergoing the separate TMT selection process; an individual requesting such a transfer must document the request in an electronic communication (EC) submitted to his or her UC. These transfers must be approved by the TS section chief (SC) or his or her designee.

3. (U) Policy Statement

(U) All FBI employees, detailees, contractors, and task force officers (TFOs) who are responsible for performing TS/HRT operations in furtherance of the mission of the FBI must comply with the roles, responsibilities, procedures, and processes contained in this PG, which are consistent with the laws, rules, and regulations governing FBI investigations, operations, programs, and activities.

4. (U) Processes and Procedures

4.1. (U) Response Structure

(U//~~FOUO~~) The TS provides a tiered response that includes a local FBI SWAT response, a regional FBI SWAT response, and (as needed) an FBI HRT response.

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(U//~~FOUO~~) The HRT response is dictated by the situation and is organized to meet the mission requirements of the OSC and TC

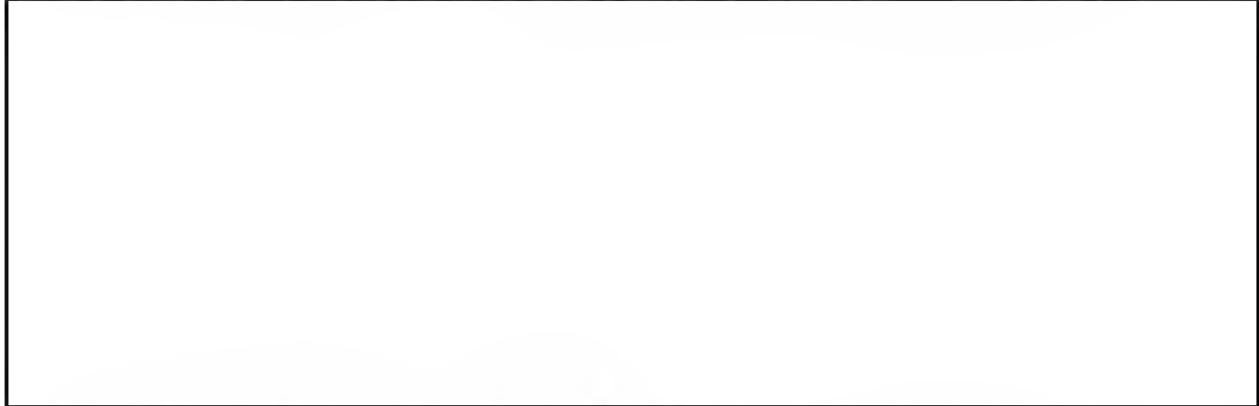
4.2. (U) Types of Assistance, Resources, and Capability

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(U//~~FOUO~~) **Crisis response for major special events:** TS/HRT conducts operational planning and standby for an emergency crisis response for all national special security events (NSSE), as required by the applicable Presidential directives and the CIRG's *Special Events Management Policy Guide*, 0666PG.

(U//~~FOUO~~) **Dignitary, witness, and force protection:** The TS/HRT provides protection for persons such as special guests of the USG, protected witnesses, and dignitaries (e.g., the Director of the FBI and the AG) during high-risk travel overseas, special events, or crisis events.

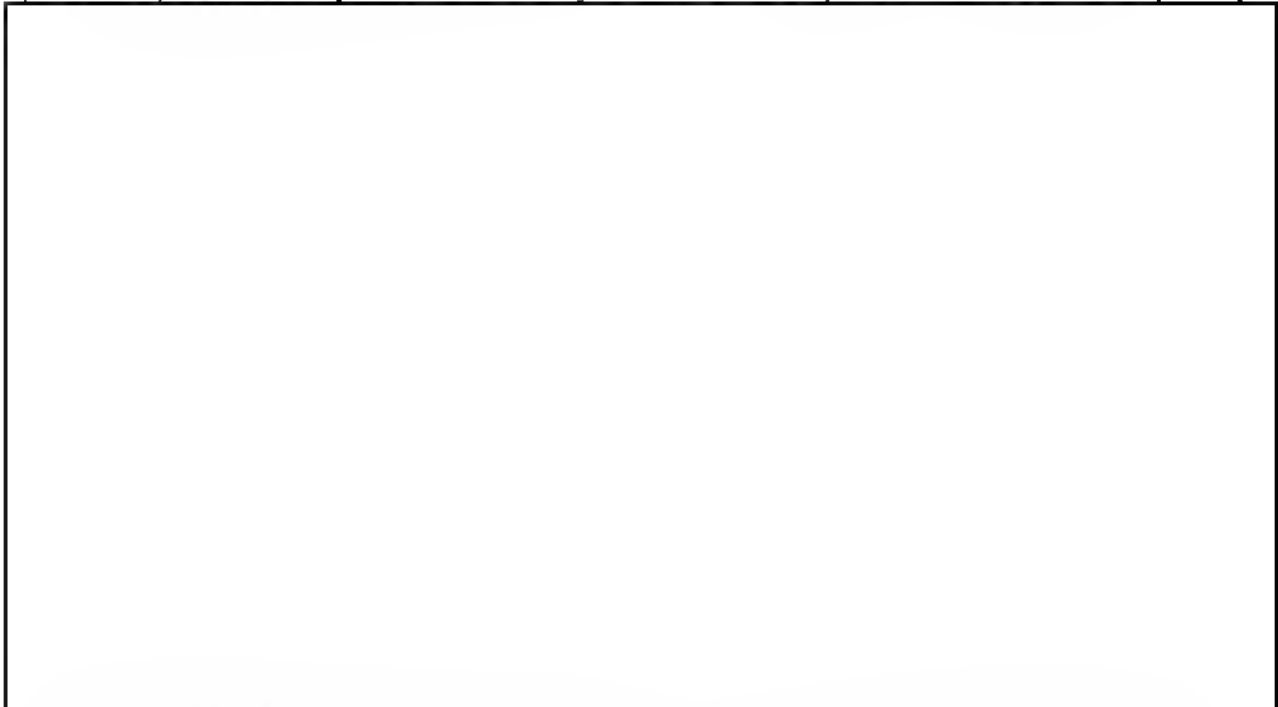



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(U//~~FOUO~~) **Planning and operational assistance:** This includes tactical planning and operational assistance to FOs on a case-by-case basis. TS/HRT personnel's unique and specialized tactical training, resources, and planning experiences enable them to provide COA development and command, control, and communications (C3) advice to the field during complex incidents.

(U//~~FOUO~~) **Tactical response:** This activity is a "tailored" response to a crisis situation. 

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(U//~~FOUO~~) **Tactical training:** This training is provided to FO and regional FBI SWAT teams. Tactical training support is provided  as requested through the FBI

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Legats. [redacted]

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(U//~~FOUO~~) **Breaching:** The highly developed breaching capabilities of the HRT provide the OSC with tiered response options for gaining access to crisis sites. These options include, but are not limited to, [redacted]

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(U//~~FOUO~~) **Tactical communications:** Tactical communications encompass the following unique technical skills and capabilities:

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(U//~~FOUO~~) **Air MEDEVAC:** If air MEDEVAC is required for hazardous or high-risk training or missions to provide rapid transport to the closest designated receiving facility for traumatic injuries, HRT should self-support using THU air assets, considering the following factors:

(U//~~FOUO~~) Medical threat evaluation

(U//~~FOUO~~) Weather

(U//~~FOUO~~) Traffic and road conditions

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(U//~~FOUO~~) An HRT helicopter designated as the MEDEVAC aircraft is staffed with an HRT advanced medical provider and equipped with medical supplies, equipment

(U//~~FOUO~~) **Canine apprehension and explosive detection:** TS/HRT maintains tactical canine capabilities for subject apprehension and explosives detection.

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[Redacted]

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(U//~~FOUO~~) **Response to varied environments:** The TS/HRT agent/operators are equipped with personal protective clothing and equipment (PPC and E). They are trained to conduct tactical operations [Redacted]

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[Redacted]

(U//~~FOUO~~) [Redacted]
systems, including:

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[Redacted]

[Redacted]

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(U//~~FOUO~~) **Helicopter support** [Redacted]

[Redacted]

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4.3. (U) Joint Operations

(U//~~FOUO~~) In addition to joint operations with the SWAT program, the TS/HRT also conducts operations in support of and in accordance with Presidential policy, the National Prevention and Response Frameworks, and the National Incident Management System (NIMS).

(U//~~FOUO~~) Many FBI operations involve other law enforcement agencies. Situations may require joint arrest and search operations involving FBI and police tactical units.

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(U//~~FOUO~~) Due to the wide variance of training, procedures, equipment and standardization between police SWAT units, the integration of police and FBI teams in a given operation should be approached with caution. Safety, legal authority, and capability must be closely evaluated before a joint operation is conducted. Multiple agencies may work together on an operation but should divide responsibility by agency and by function [REDACTED]

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[REDACTED]

(U//~~FOUO~~) In joint operations, unified tactical command must be established at the outset of the operation by designating one person who is clearly in charge of all tactical operations within the inner perimeter. This person should preferably be the designated HRT GFC. Briefings in preparation for joint operations should follow the situation, mission, execution, administration, command and control (SMEAC) format.

(U//~~FOUO~~) Assumption of command by the FBI, particularly if police units are first on the scene, is a sensitive situation requiring tact and diplomacy on the part of the ADIC/SAC or OSC and designated HRT GFC. The decision to conduct a joint operation must be made by the ADIC/SAC or SC. The decision should be based on recommendations from the designated HRT GFC and should balance the mission requirements and effectiveness with safety.

4.4. (U) Request for TS/HRT Assistance

(U//~~FOUO~~) FO ADICs/SACs must request TS/HRT assistance by contacting the AD or deputy assistant director (DAD) of CIRG or the SC of the TS, or designee, during normal business hours, or through the Strategic Information and Operations Center (SIOC) outside of business hours. Generally, the use of the TS/HRT will not be committed to assist other agencies in the absence of a federal nexus. However, for instances where a federal nexus is present—or where a statutory basis to assist exists (e.g., the Investigative Assistance for Violent Crimes Act of 2012)—and in particularly grave or compelling circumstances for requests where a federal nexus is not present, utilization of TS/HRT assets may be considered when in accordance with DIOG Section 12 and subsection 4.4.1.2. of this PG.

4.4.1. (U) Assistance to State, Local, and Tribal Agencies

(U) TS/HRT is comprised of personnel (i.e., operators) who possess advanced tactical skill sets. TS/HRT assets also include specialized equipment (e.g., helicopters, maritime craft, armored vehicles) and other assets [REDACTED]

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[REDACTED] that are not routinely possessed by FBI FOs and other local, state, and federal law enforcement agencies. The procedure to submit a request for assistance and approval is specified in DIOG Section 12. Under certain limited circumstances, TS/HRT may assist state, local, and tribal law enforcement in the absence of a federal nexus, as discussed in subsection 4.4.1.2., below. The HRT may also assist when a federal nexus is present, as discussed in subsection 4.4.1.1., below.

4.4.1.1. (U) Federal Nexus

(U) TS/HRT assets may be deployed to assist state, local, and tribal law enforcement organizations when those law enforcement organizations are investigating matters that may also involve violations of federal law or present a threat to national security. In such circumstances,

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the existence of a federal nexus provides a basis for deploying federal resources. Approval for this type of deployment must be in accordance with subsection 4.5.1

4.4.1.2. (U) Absence of Federal Nexus

(U//~~FOUO~~) In the absence of federal jurisdiction or a federal nexus, TS/HRT assets may assist state, local, and tribal law enforcement organizations only in limited circumstances, in accordance with the DIOG Section 12, "Assistance to Other Agencies." The DIOG states, "the FBI has authority to provide certain assistance in some situations where there is not federal criminal nexus. This authority was greatly augmented by enactment of the Investigative Assistance for Violent Crimes Act of 2012, but there are still limitations." DIOG Section 12 details this information.

(U) The DIOG further states, "The FBI is authorized to provide laboratory and certain other expert assistance to state, local and tribal law enforcement agencies upon request, even when no federal crimes are possibly involved". It further states, "The FBI is authorized to provide the assistance of expert personnel to support state, local, and tribal law enforcement agencies when lives are endangered." HRT personnel are identified in the DIOG as an example of expert personnel.

(U) When such requests are received, the requirements below must be met in order to deploy TS/HRT assets when no federal nexus exists.

4.4.1.2.1. (U) Request

(U//~~FOUO~~) The chief (or designee) of the state, local, or tribal law enforcement organization must submit a written request—in any format, including electronic mail—to the FBI SAC/ADIC of the FO wherein the assistance would be given, including:

- (U//~~FOUO~~) An identification of the situation for which assistance by TS/HRT assets is requested.
- (U//~~FOUO~~) A specification of the existence of an imminent threat of death or serious injury to members of the public or law enforcement personnel or a significant threat to public safety; or a specification that the activity involves an act of violence or shootings occurring in a place of public use.
- (U//~~FOUO~~) Explanation that the requesting agency does not have available employees with the needed expertise or that the employees who do have the needed expertise are not sufficiently trained to handle the immediate situation.

(U//~~FOUO~~) In a situation requiring an immediate response, the request from state, local, or tribal law enforcement organizations may be made orally, but must be subsequently confirmed in writing within five business days of the initial request.

4.4.1.2.2. (U) Criteria

(U) In addition to the above conditions, the CIRG may provide assistance within the scope of this policy only when all of the below are met:

- (U) The requesting state, local, or tribal law enforcement organization is acting in the lawful execution of an authorized function of that organization.
- (U) Deploying TS/HRT assets is appropriate and consistent with applicable law.

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- (U) Deploying TS/HRT assets is an appropriate use of FBI personnel and financial resources.
- (U//~~FOUO~~) Deploying TS/HRT assets does not jeopardize any ongoing sensitive or classified FBI investigative matter.

(U//~~FOUO~~) Assistance provided by TS/HRT assets must cease if the requestor's assets become available during the deployment, provided that the requestor and the approval authorities indentified in subsection 4.5.1, concur that doing so will not increase the risk of an imminent threat of death or serious injury to members of the public or law enforcement personnel or a significant risk to public safety.

4.4.1.2.3. (U) Authorization

(U//~~FOUO~~) The final approval may authorize field deployment of TS/HRT assets to assist state, local, or tribal law enforcement organizations pursuant to subsection 4.5.1. The CIRG chief division counsel (CDC) or responsible FO CDC must initially review the request and conclude that providing the requested assistance is consistent with subsections 4.4.1.2.1 and 4.4.1.2.2, and does not create a significant risk of civil liability to the FBI or an individual employee. If the reviewing CDC assesses that the assistance will create a significant risk of civil liability, the CDC must consult with the Investigative Law Unit (ILU) prior to approving the request. See DIOG Section 12, "Assistance to Other Agencies." HRT assistance in situations that do not meet the criteria in subsection 4.4.1.2.2. of this PG must be approved by the FBI Director and the general counsel.

(U//~~FOUO~~) When authorized to provide assistance, the HRT must coordinate with the requesting authority to determine which elements and equipment are necessary to successfully complete the mission. In addition to the above-described approvals, any investigative assistance provided to a state, local, or tribal law enforcement agency involving a sensitive investigative matter (SIM) requires notification to FBIHQ. See DIOG Section 12.

4.4.1.2.4. (U) Documentation

(U//~~FOUO~~) The procedure to submit a request for assistance and approval is specified in DIOG subsection 12.5.

4.5. (U) TS/HRT Preparation for and Follow-Up on a Request for Support

(U) TS/HRT supports requests from FOs by deploying an evaluation team or conducting a telephonic consultation to assist the FO with:

- (U//~~FOUO~~) Tactical COA development.
- (U//~~FOUO~~) Operational planning.
- (U//~~FOUO~~) Informing FOs of the TS/HRT tactical capabilities available to support the FO's situation.
- (U//~~FOUO~~) Deploying an advance party to integrate with the FO and preparing for the arrival of TS/HRT operational tactical units.
- (U//~~FOUO~~) Deploying operational units to support the FO.

4.5.1. (U) Deployment Approval

(U) There are two categories of HRT deployments: operational and training. [REDACTED]

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[REDACTED]
[REDACTED] The definition and approval process for each are listed in the following sections.

4.5.1.1. (U) Operational Deployments

(U//~~FOUO~~) The types of HRT operational deployments include:

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[REDACTED]

(U//~~FOUO~~) None of these deployment authorizations supplants FBI FO operational control of HRT assets while they are deployed to that FO. These deployment authorizations do not obviate other investigative support, make required notifications, and obtain approvals through the appropriate FBIHQ division(s).

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4.5.1.1.1. (U//~~FOUO~~) Alternate Resources for Critical Incidents

(U//~~FOUO~~) Should a critical incident occur that exceeds the authority of the FBI or the capability or capacity of the HRT, the Director may recommend to the AG the implementation of emergency plans. Contact the HRT commander for additional guidance on the use of alternate federal resources in limited circumstances.

4.5.1.2. (U) Training Deployments

(U//~~FOUO~~) HRT training deployments include:

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4.5.2. (U) Warning Orders

(U//~~FOUO~~) TS/HRT uses a WARNO to prepare the unit to deploy and provide support as directed. It is a planning directive that describes the situation, allocates personnel and resources, establishes command relationships and guidance, and initiates subordinate unit activities.

4.5.3. (U) After-Action Reviews (AARs)

(U//~~FOUO~~) On a case-by-case basis, TS/HRT prepares a written AAR following an operational deployment. The OTU is responsible for preparing the AAR within 30 days after the completion of the operation. All AARs must be approved by the OTU UC or higher.

4.5.4. (U) Use of Operations Order Template

(U//~~FOUO~~) The Operations Order Template must be used in lieu of the required FD-888, "Law Enforcement Operations Order." when field SWAT teams or TS personnel are involved. Like the FD-888, this form facilitates a standardized planning and briefing process and provides additional advantages that can contribute to successful operations. The Operations Order Template enables the embedding of photographs, diagrams, and imagery, which can more clearly convey the concept of the operation. The use of Microsoft PowerPoint facilitates planning and briefing when multiple SWAT teams, TS personnel, or interagency partners are involved.

(U//~~FOUO~~) The Operations Order Template must be approved, in writing, by the FO ADIC or SAC and the TS SC or assistant section chief (ASC) (or his or her designee) and presented in an oral briefing to all personnel in advance of the operation. The signed copy of the briefing must be included in the relevant investigative file.

4.5.5. (U) FO and TS/HRT Collaborative Planning and Execution

(U//~~FOUO~~) FOs should collaboratively coordinate investigative information and intelligence with the TS's OTU to facilitate and assist in the development of an arrest or target package.

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(U//~~FOUO~~) It is the intent of the TS/HRT to provide FBIHQ with a tactical response capability that is both properly structured and agile. Under the terms of the deployment authorization process described herein, FO ADICs/SACs can and should request TS assistance by directly contacting the SC or one of the two ASCs with the TS for recommendations and advisory support.

4.6. (U) Use of Tactical Apprehension Canines



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(U//~~FOUO~~) Examples of possible suitable apprehension canine deployments include:



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4.6.1. (U) Approval for Tactical Apprehension Canine Deployment

(U//~~FOUO~~) The HRT commander or deputy commander must approve and document in the OPOD the operational use of HRT canine teams with the concurrence, as appropriate, of the FO SAC or OSC.

(U//~~FOUO~~) Once deployment is approved, the canine handler must make the final determination on-scene whether to deploy the canine, based upon the canine handler's assessment of the situation and knowledge of the capabilities of the canine.

(U//~~FOUO~~) Generally, the canine handler dictates the deployment tactics to be used and coordinates the deployment of HRT operators and other agents.

4.6.2. (U) General Use of Force Guidelines in Canine Deployments

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4.6.2.1. (U) Actions During Canine Deployments

(U//~~FOUO~~) If the handler determines that it is feasible and would not increase the danger to the handler or others, a verbal warning to submit to the authority of the handler should be given prior to releasing the canine (see below for the oral warning). Warnings are given to alert innocent bystanders of the canine's presence and to ensure that the suspect has sufficient warning that the canine will be used.

(U//~~FOUO~~) During a building search, it is suggested that handler repeat the warning at each floor, unless doing so would increase the danger to the handler, law enforcement personnel, civilians, canine handler, or others.

(U//~~FOUO~~) The oral warning should be the following statement, or similar: "This is the FBI, stop now/surrender now, or I will send the dog."

(U//~~FOUO~~) In situations where a canine finds and apprehends a suspect, the canine's handler or trained HRT operator must rapidly determine the level of threat presented by the suspect, keeping in mind that force must cease when the resistance has been overcome, or the threat eliminated. If appropriate, the handler should remove the dog as soon as the canine can be safely released. When deciding to call off the dog, particular attention must be given to the perceived threat or actual resistance presented by the suspect.

(U//~~FOUO~~) During HRT canine operations, operators must follow the instructions of the canine handler and avoid any action that might jeopardize the safety of those involved in the operation.

(U//~~FOUO~~) The HRT canine handler must determine how to best use or deploy the canine during the operation.

(U//~~FOUO~~) In instances where the subject is injured as a result of a canine engaging in physical contact, the canine handler must ensure that the subject receives necessary medical assistance as soon as practicable.

4.6.2.2. (U) Actions Following Canine Deployments



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4.7. (U)

4.8. (U//~~FOUO~~) HRT Tactical Canine Procedures

4.8.1. (U//~~FOUO~~) Acquisition of Canines

(U//~~FOUO~~) New or replacement HRT tactical canines should be acquired from DoD resources familiar with the acquisition, training, and care of canines appropriate for the mission requirements of HRT tactical canines. The FBI is responsible for the funding necessary to acquire and train HRT tactical canines and operator/handlers. Guidelines for the acquisition of canines are described below.

(U//~~FOUO~~) The canine being selected must be in excellent health, structurally sound, and medically able to enter training.

(U//~~FOUO~~) Canine acquisition and purchase agreements must contain provisions for the return and/or replacement of the canine by the seller in the event of health, behavioral, or performance issues.

(U//~~FOUO~~) A vaccination/titer certificate issued by a veterinarian with individual dog identification (i.e., name and tattoo or microchip number) must be provided for all dogs.

(U//~~FOUO~~) At a minimum, the canine must have been vaccinated within the previous 12 months for the following:

- (U) Bordetella
- (U) Rabies
- (U) Canine distemper (CDV)
- (U) Canine adenovirus (type 2) (CAV-2) (Canine Hepatitis)
- (U) Parvovirus (CPV-2)

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- (U) Leptospirosis

(U//~~FOUO~~) Medical record documents of acquired canines must include, but are not limited to, the following:

- (U) Dog identification
- (U) Name
- (U) Tattoo number
- (U) Microchip number
- (U) Whelping date, or age if whelping date is not known
- (U) Date of examination or entry
- (U) Name and signature of examining veterinarian
- (U) Sex and reproductive status
- (U) Breed
- (U) Color pattern

4.8.2. (U) Initial HRT Canine Handler Training

(U//~~FOUO~~) Prior to engaging in canine deployments, each HRT tactical canine operator/handler must successfully complete an established and accredited Canine Handlers Course, or a similar DoD handler course. Individual performance of both the dog and the handler should be evaluated throughout the course. The curriculum should generally consist of the following coursework, with additional topics as needed or required based on the needs of HRT:

- (U//~~FOUO~~) Health, care, veterinary skills, and canine trauma
- (U//~~FOUO~~) Canine apprehension
- (U//~~FOUO~~) Tactical obedience, movement, and control
- (U//~~FOUO~~) Building and area searches
- (U//~~FOUO~~) Vehicle interdiction
- (U//~~FOUO~~) Explosives detection
- (U//~~FOUO~~)
- (U//~~FOUO~~) Decoy training
- (U//~~FOUO~~) Tracking
- (U//~~FOUO~~) Animal behavior shaping and operant conditioning

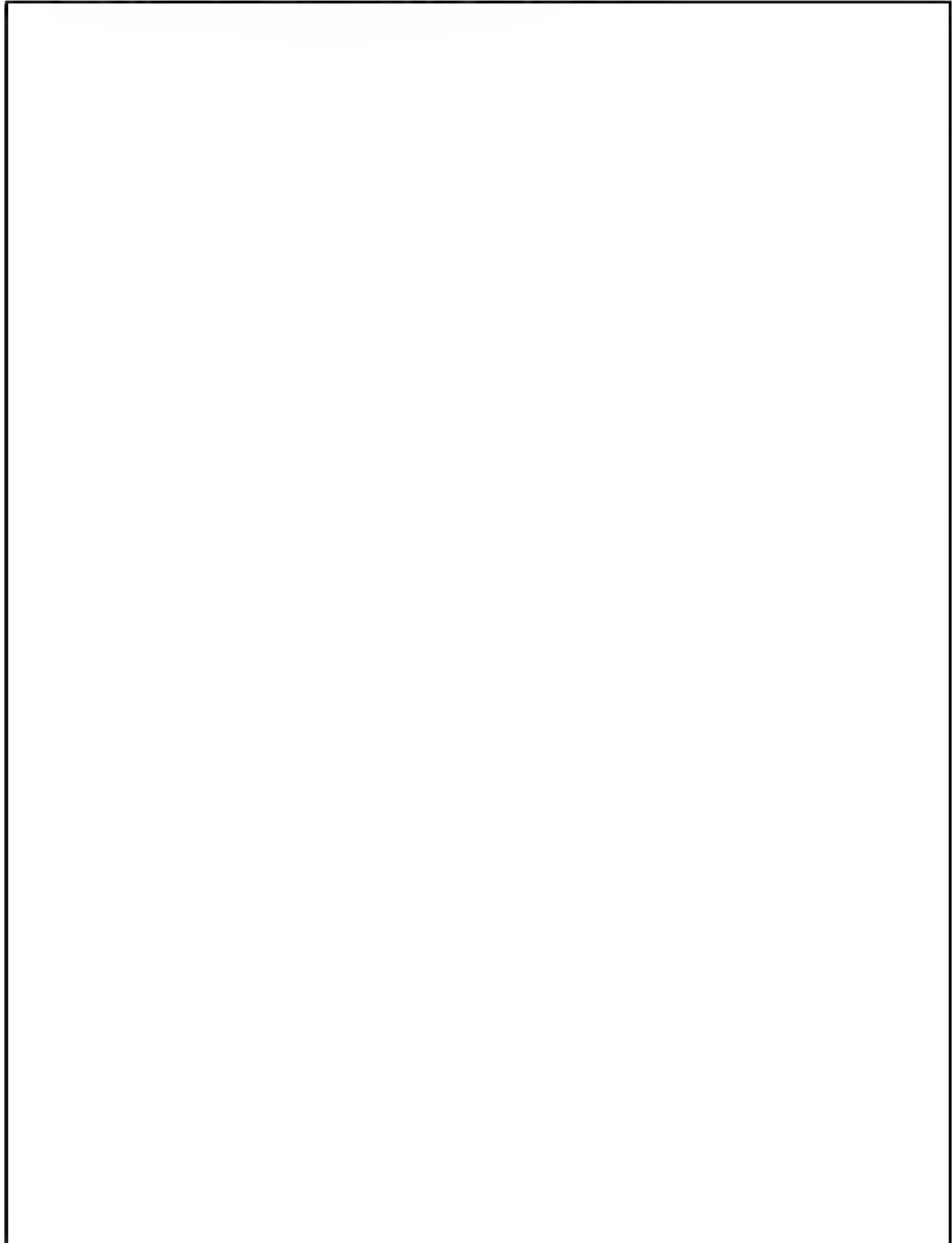
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(U//~~FOUO~~) Failure to successfully complete any portion of the training is cause for removal of the canine handler from the HRT tactical canine program.

(U//~~FOUO~~) HRT canine handlers must maintain necessary fitness standards and pass annual FBI physical examinations.

4.8.3. (U) Maintenance of HRT Tactical Canine Team

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4.8.4. (U) Canine Records

(U) All training and deployment records must be maintained in the appropriate tactical canine program files. The handler must document all training and deployment data as soon as possible upon completion. Training records must include, but are not limited to, the following:

- (U) Name of handler and canine
- (U) Time and date training took place
- (U) Location and environmental conditions
- (U) Training objectives (e.g., apprehension, detection, etc.)
- (U) Description and number of objectives
- (U) Training notes
- (U) Successes and/or deficiencies

(U) Deployment records must be maintained in the Tactical Canine Deployment Database. Deployment records must include discipline-specific details, including, but not limited to, the following:

- (U) Name of handler and canine
- (U) Type and result of deployment
- (U) Time and date
- (U) Location
- (U) Utilization of canine

(U) The tactical canine PM must review canine training and deployment records annually.

4.8.5. (U) Healthcare of Canines

(U) The handler, with guidance from the canine's primary veterinarian, must provide dietary and exercise programs that will supply the nutritional and fitness needs of the tactical canine. Costs for nutritional needs of the canine are paid by the FBI.

(U) Dogs must be fit and not overweight. Handlers must ensure that their assigned canines receive daily physical exercise and mental stimulation, unless extenuating circumstances exist. Handlers must check their assigned canines' health daily by conducting nose-to-tail examinations of the skin, eyes, ears, oral cavity, limbs, feet, genitalia, body functions, and attitude of the canines.

(U) Canines must be kept clean and groomed regularly.

(U) The handler, with assistance of the canine's primary veterinarian, is responsible for ensuring that proper veterinary care is provided for his or her assigned canine. This includes regular physical examinations, flea and tick preventative measures, supplements, medications, and all other veterinary needs. Veterinary costs for HRT tactical canines are paid by the FBI.

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(U) HRT tactical canine veterinary records must be maintained by the canine's primary veterinarian. Each handler must maintain separate copies of the veterinary records of his or her assigned canine.

(U) All HRT tactical canines must be microchipped, and handlers must register their assigned canines with one of the microchip lost-animal relocation services.

4.8.6. (U) Transport of Canines

(U) Vehicles utilized to routinely transport HRT tactical canines must provide a secure and temperate environment that is suitable for the general health and wellbeing of the animal.

(U) Assigned canine vehicles should:

- (U) Provide sufficient air exchange.
- (U) Provide protection from environmental extremes.
- (U) Possess a secured container with non-slip flooring.
- (U) Provide sufficient space to allow each dog to turn about freely, stand, sit, and lie in a comfortable, normal position.
- (U) Contain functioning heat alarms that are checked regularly by the handler.

(U) Vehicle containers/kennels should prevent tactical canines from making contact with the general public. While being transported for deployment, dogs must wear clearly marked vests or other means of identification, unless dictated otherwise by mission requirements.

(U) A handler transporting an HRT tactical canine in the cabin of a commercial aircraft must purchase a separate seat for the canine. The handler must consider the temperament and sociability of the canine, as well as passenger safety, in these situations.

(U) If an HRT canine is transported in the hold of a commercial aircraft, in addition to the requirements of the airline, factors such as the canine's health, the length of the flight, connecting flight ground time, and weather factors must be considered. The safety and health of the tactical canine are always the ultimate consideration.

4.8.7. (U) Kenneling and Feeding During Off-Duty Hours

(U) The HRT canine handler is responsible for the proper supervision and safe, sanitary, and secure kenneling of the tactical canine during non-working hours. This includes kenneling at the handler's residence and other locations, such as hotels and boarding kennels.

(U) When considering the position of handler, a prospective handler must take into account family dynamics, other pets in the home, home owner's association restrictions, and the consequences of bringing a large, high-energy working dog into his or her residence. The tactical canine program manager is responsible for determining the suitability of the home kenneling facilities of handlers and prospective handlers.

(U) The handler must provide an adequate and secure home kenneling environment that allows for the proper supervision, health, security, exercise, and rest of the tactical canine. Permanent home kenneling modifications to rental homes or similar situation residences must not be made. Home kennel facilities for the handler's residence are provided by the FBI. The FBI is also responsible for the replacement of home kenneling facilities subject to normal wear.

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(U) The home kenneling must:

- (U) Be constructed to provide security and shelter for the dog.
- (U) Be lockable.
- (U) Be kept dry and clean.
- (U) Protect against environmental extremes.
- (U) Be well ventilated to provide adequate air exchange.
- (U) Be graded to allow water to run off and prevent standing water.
- (U) Have a resting surface at least 6 inches off the kennel floor for the dog to have access to a dry surface.
- (U) Have an internal housing den to protect the dog from environmental extremes, if an outdoor kennel.
- (U) Be sanitized and disinfected, as appropriate. Disinfectant solutions must be non-harmful and must be used in accordance with the manufacturer's recommended guidelines.

(U) In situations where a canine is kenneled at a boarding facility, the handler must provide the boarding dates and contact information to another HRT handler prior to boarding the canine.

(U) The handler is responsible for the feeding and watering of his or her assigned canine. Only individuals approved by the handler (e.g., other HRT personnel, family members, and civilian kennel staff) may feed and care for the canine when the handler is not available. A handler must consider the canine's temperament, sociability, and familiarity with those individuals when allowing them to care for his or her assigned canine.

4.8.8. (U) Interaction between HRT Canines and Non-Handler Personnel

(U) Non-handler personnel must not:

- (U//~~FOUO~~) Provoke, tease, or abuse any HRT canine.
- (U//~~FOUO~~) Make contact with the canine while the canine is deployed, unless contact is approved by the handler.
- (U//~~FOUO~~) Approach, attempt to give commands to, or attempt to feed any HRT canine without the consent of the HRT, except for safety reasons or in the event of handler incapacitation.
- (U//~~FOUO~~) Show the HRT canine facility or HRT canines to any person without the consent of an HRT handler.
- (U//~~FOUO~~) Make any threatening gestures, engage in horseplay, or make any motions toward an HRT handler while in the presence of an HRT canine. Such actions may trigger a protective response from the canine.

4.8.9. (U) Reassignment and Retirement of HRT Tactical Canines

(U//~~FOUO~~) HRT tactical canines are required to train and operate under very rigorous and stressful conditions.

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[REDACTED]
[REDACTED] As a result, procedures have been established for the reassignment and retirement of HRT tactical canines.

(U) The tactical canine program manager makes all decisions regarding the suitability for duty, reassignment, and retirement of HRT tactical canines. All such decisions must be made in consultation with the canine's handler and veterinarian and be based on the FBI's mission requirements, as well as the canine's job performance, health, and wellbeing.

(U) For the purposes of this policy, retirement is defined as the completion of the HRT tactical canine's working life, resulting in the canine's adoption.

(U) A determination regarding the HRT tactical canine's suitability for duty must be made when one of the following applies:

- (U//~~FOUO~~) The canine has completed at least four years of service.
- (U//~~FOUO~~) The canine suffers a line-of-duty (i.e., work or training) injury that limits the canine's operational effectiveness.
- (U//~~FOUO~~) The canine develops a health or physical condition that limits the canine's operational effectiveness.

(U) A determination regarding suitability for duty and reassignment assessment must be made when:

- (U//~~FOUO~~) The canine no longer performs at the required level for HRT operations. The tactical canine PM must determine:
 - (U//~~FOUO~~) Whether or not the canine has received proper care, training, and handling, or is being improperly treated by the handler.
 - (U//~~FOUO~~) Whether the canine and handler should receive additional training.
 - (U//~~FOUO~~) Whether the handler should be allowed to train another dog, or if the handler position should be offered to all HRT operators.
- (U//~~FOUO~~) The assigned handler can no longer perform the duties of an HRT operator/handler. Situations include promotion, transfer, reassignment, physical condition or work-related injury, personal or family hardship, retirement, and death.

(U//~~FOUO~~) When a determination is made to retire the HRT tactical canine following the death of the operator/handler, the handler's immediate family is offered the opportunity to adopt the former handler's assigned canine. If the family declines adoption, the tactical canine program manager must determine where and into whose custody the canine retires, in accordance with Title 40 United States Code (U.S.C.) Section (§) 555. According to 40 U.S.C. § 555, a canine that is no longer needed for official purposes may be donated to an individual who has experience handling canines in the performance of that duty.

(U//~~FOUO~~) In situations where the HRT tactical canine incurs a line-of-duty injury, the CIRG is responsible for veterinary fees associated with that injury until the canine is retired. All post-retirement expenses are the owner's responsibility.

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(U) For all HRT tactical canine retirements, the individual(s) adopting the canine must complete the Canine Adoption Packet and Hold-Harmless Agreement. These documents can be obtained from the tactical canine program manager and are maintained in the HRT tactical canine program management file.

4.8.10. (U) Interaction With Other Agencies

(U//~~FOUO~~) The deployment of HRT canine teams to assist other FBI entities or law enforcement agencies must be approved by the HRT commander or deputy commander and the CIRG AD, with concurrence from the CIRG CDC and in conformance with the DIOG. Requests for canine team assistance must be made using the HRT deployment request procedure, as outlined in this PG.

(U//~~FOUO~~) HRT use of canines from other FBI units or other law enforcement agencies must also be approved by the HRT commander or deputy commander and the CIRG AD, with concurrence from the CIRG CDC. The request for approval may be made by any method and must be documented in accordance with the relevant document:

4.8.11. (U//~~FOUO~~) Use of Fast-Roping



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4.9. (U//~~FOUO~~) Use of Chemical Agents

(U//~~FOUO~~) The use of chemical agents—with the exception of Bureau-issued OC (oleoresin capsicum) aerosol spray canisters—must be authorized by the ADIC/SAC or OSC and used in accordance with the Less-Than-Lethal Devices Policy Guide, 0517PG, and this PG.

(U//~~FOUO~~) The use of any chemical agents during an operation setting must be reported immediately to SIOC and the chief inspector, Inspection Division (INSD), as outlined in Section 5 of the Less-Than-Lethal Devices Policy Guide, 0517PG. The INSD will determine whether to deploy an investigative team or delegate investigation to the FO. In cases where the INSD delegates authority, the SAC must designate an ASAC or an SSA to complete and submit an FD-1085, “Less Lethal Device / Shooting Incident Report,” within 30 days. INSD will complete the FD-1085 in all cases where INSD investigates the incident.

(U//~~FOUO~~) Authorization for the use of pyrotechnic chemical agents must include standby firefighting equipment. Pyrotechnics must not be used indoors. Explosive ordnance disposal technicians or SABTs are required to remove misfired 40 mm munitions.

(U//~~FOUO~~) The chemical agents authorized for use by the HRT are:

- (U//~~FOUO~~) CS (Orthochlorobenzalmalononitrile).
- (U//~~FOUO~~) OC.

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4.9.1. (U//~~FOUO~~) Chemical Agents Guidelines for HRT

(U//~~FOUO~~) Chemical agents issued by the FBI and properly utilized are not designed to cause long-term incapacitation. Any chemical agent utilized must be authorized by the FBI and used in accordance with the Less-Than-Lethal Devices Policy Guide, 0517PG.



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(U//~~FOUO~~) Aftercare for irritation caused by exposure should be provided. Exposure to CS or OC is treated by exposure to fresh air and washing with soap and cold water. Exposed persons should be cautioned not to rub their eyes, as this may promote additional irritation.

(U//~~FOUO~~) Clothing exposed to chemical agents should be removed and replaced, as it may retain the chemical agent particles for long periods of time. This is extremely important during the transport of subjects or injured persons to avoid the contamination of others. Air movement may cause the chemical agent particles to release from the contaminated clothing.

(U//~~FOUO~~) Medical attention may be necessary after exposure to chemical agents if the affected person has difficulty breathing, eye inflammation, or a persistent skin rash.

(U//~~FOUO~~) Chemical agent projectiles are considered lethal when fired directly at a person.

(U//~~FOUO~~) Chemical agents must be stored in a cool, dry area. They should not be stored in vehicles for long periods of time.

(U//~~FOUO~~) Chemical agent munitions must be replaced after their expiration date. Expired chemical agent munitions may be used for training.

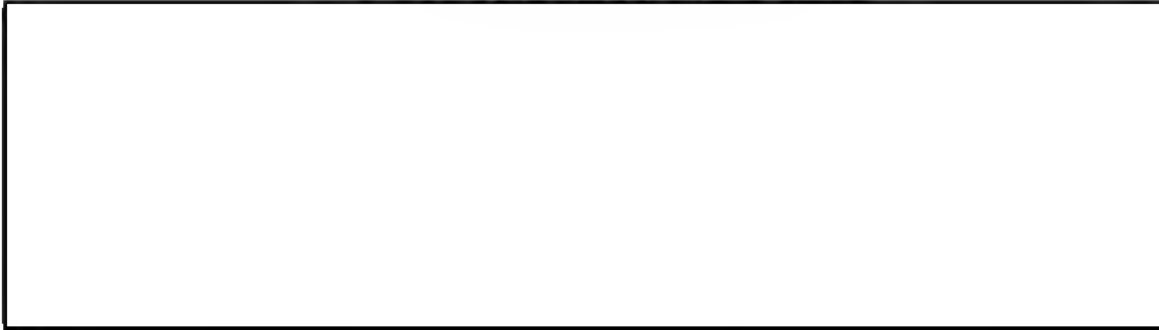
4.9.2. (U//~~FOUO~~) Types of Chemical Agents/Munitions Delivery System

(U//~~FOUO~~) The following chemical agents/munitions delivery systems are authorized for use by HRT:

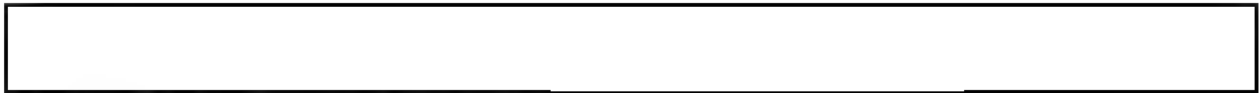


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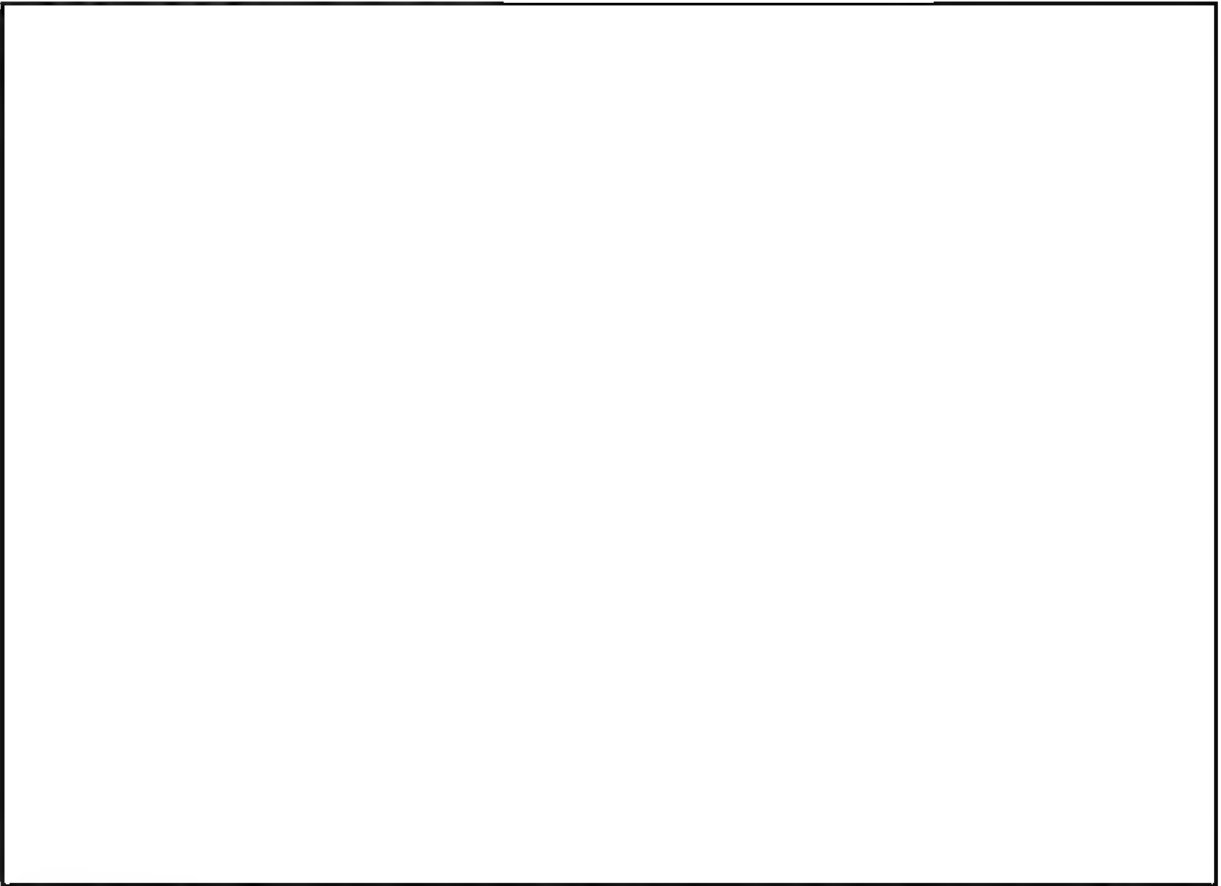


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(U) SAC or OSC approval is not needed



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(U) When deploying chemical agent munitions, protective masks should be worn when entering the contaminated area.

(U//~~FOUO~~) The STL, or designee, must conduct an annual qualification with the   (found in the  lesson plan in TRMS.) HRT operators qualified on the  are authorized to introduce chemical agents into a crisis site operationally.

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4.10. (U) Tactical Recruiting Program

(U) The TRP is a key part of a comprehensive program maintained by HRT to address critical staffing requirements of the team.

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(U) The TRP is designed to increase the pool of qualified candidates for assignment to the HRT. To enable the TRP to identify and attract sufficient candidates to meet the team's staffing needs, TRP recruiting goals are independent of established law enforcement and military critical skills recruiting goals.

(U) The TRP PM must:

- (U) Screen the TRP applications in the Monster Hiring Management System.
- (U) Conduct telephonic interviews with successful phase I tactical recruiting program-competitive (TRPC) applicants.
- (U) Determine tactical candidate status and recommendation.
- (U) Recommend candidates for phase II.

(U) Candidates deemed competitive based on the review will receive a TRP Monster Hiring Management System status of "TRPC."

(U) If a candidate passes the phase I test, the candidate's TRP status is changed to "preliminary tactical candidates" (PTC). A telephonic interview is then scheduled with the TRP PM. At the conclusion of the interview, the PM must determine if the PTC will be designated a "tactical candidate" (i.e., recommended for further processing under the TRP). Tactical candidates are designated either "highly recommended" or "recommended." This designation is meant to give priority for phase II testing slots to the most highly qualified tactical candidates. Candidates are not further processed under the TRP if the telephonic interview and/or submitted documentation reveal that the tactical qualifications are not sufficient, or if the candidate states an unwillingness to conform to the conditions of the realistic job preview. A candidate designated as "tactical recruiting program noncompetitive" (TRPN) after the telephonic interview will continue processing under his or her original critical skill.

(U) Applicants designated as tactical candidates must be processed in accordance with Office of Personnel Management (OPM) regulations and the FBI's Special Agent Selection System (SASS). Details on this process are located at [REDACTED]

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(U) Tactical candidates are required to pass the standard SA physical fitness test (PFT) after passing the phase II test. In addition to the standard test, TRP candidates will be administered pull-ups as part of their test.

(U) The remainder of the tactical candidates' processing is in accordance with standard SA processing procedures. SAs accepted to the FBI under the TRP receive accelerated eligibility to attend HRT selection and are eligible for transfer to HRT after a minimum of two years of field experience.

4.11. (U) Qualifications and Selections

4.11.1. (U) HRT Operator Selection

(U//~~FOUO~~) The HRT selection course is open to all SAs of the FBI who have at least three years of FBI experience, received "successful" performance appraisals for the past two years, and received recommendations from their FO or division heads. The successful HRT candidate must be an SA with a demonstrated record of excellence, in excellent physical condition, and able to shoot a minimum score of [REDACTED] on the standard agent Pistol Qualification Course (PQC).

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(U//~~FOUO~~) The HRT selection course is a physically and mentally demanding two-week testing period. Conditions at selection are designed to replicate actual mission conditions HRT personnel have experienced. The selection process tests candidates in a number of scored areas for firearms proficiency, physical fitness, judgment, and problem solving abilities. Also, candidates are placed in a highly stressful team environment to evaluate their compatibility, leadership, and flexibility.

(U) Please see HRD's *Employee Transfer Policy Guide, 0193PG*, for information on HRT transfers.

4.11.2. (U)

[Redacted]

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[Redacted]

4.11.3. (U)

[Redacted]

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[Redacted]

5. (U) Authorities

(U) The below is derived from the FBI's priorities, applicable Presidential Policy Directives (PPDs), NSPDs, HSPDs, investigative statutes, and the NRF.

(U) Presidential Policy Domestic Guidelines, August 2013: The FBI leads the operational law enforcement response to, and criminal investigation of, terrorist threats or incidents within the United States, its territories, or its territorial waters, as well as for related intelligence collection activities within the United States.

- (U) The FBI leads the search for, finding, and neutralization of WMDs within the United States and its territories.
- (U) The FBI coordinates the activities of the law enforcement community to detect, prevent, preempt, and disrupt terrorist threats or incidents against the United States.
- (U) The FBI OSC leads and coordinates the federal operational law enforcement response and investigative activities necessary to prevent or resolve imminent terrorist threats or incidents and takes appropriate law enforcement actions at all times during the response, with interagency implications, in consultation with the FBI field Joint Operation Center (JOC) Command Group and subject to FBI Director, AG, or in certain circumstances, President of the United States (POTUS)-level approval.
- (U) The FBI OSC has primary responsibility to conduct, direct, and oversee crime scenes, including those involving WMDs, their security, and evidence management through all phases of the response.
- (U) The FBI NAC is responsible for an incident site (i.e., an area surrounding a WMD device within which RSPs are conducted) or working point (i.e., a WMD device and the area immediately surrounding it, in which RSPs are conducted) upon transition of responsibility from the SAC or OSC.

(U) PPD-25 (details are classified)

(U) NSPD-46/HSPD-15 (Annex II), *Consolidation and Updating of Outdated Presidential Counterterrorism Documents*, January 2007: The FBI must coordinate activities of the law enforcement community to prevent, preempt, and disrupt.

- (U) FBI shall have the primary responsibility for the ground-based tactical response to aircraft hijackings and air piracy incidents in the United States (NSPD-47, *Aviation Security Policy*, dated June 2006, revised and replaced some of NSPD 46).
- (U) FBI has primary responsibility for all WMD incidents requiring Render Safe within the United States and its territories in response to information received through law enforcement, intelligence, or other channels.

(U) HSPD-5, February 2003: FBI coordinates the activities of other members of the law enforcement community to detect, prevent, preempt, and disrupt terrorist attacks against the United States.

(U) PPD-21, *Critical Infrastructure Security and Resilience*: FBI has lead counterterrorism and counterintelligence investigations and related law enforcement activities across the critical infrastructure sections.

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(U) NSPD-41/HSPD-13, Maritime Security Policy, December 2004: Maritime Operational Threat Response (MOTR)—FBI is the lead MOTR agency for investigations of terrorist acts, threats, and intelligence collection.

(U) **NSPD 28, June 2003** (details are classified)

(U) **National Planning Frameworks**: Ensures active coordination with DHS, but does not alter FBI's responsibilities.

(U) **Memorandum to National Security Council, December 2003**: Render safe mission; DoD will cede WMD primary responder responsibilities to FBI.

(U) **FBI's Nuclear Incident Contingency Plan, July 1996**: The FBI's responsibilities include the primary tactical aspects of the incident.

(U) **FBI Assumption of the Render-Safe Mission**: NCR and United States: Classified Directive

(U) NSPD-47, Aviation Security Policy: The FBI shall have primary responsibility for the ground-based tactical response to aircraft hijackings and air piracy incidents in the United States.

(U) PPD-30, U.S. Nationals Taken Hostage Abroad and Personnel Recovery Efforts

(U) **Investigative Assistance for Violent Crimes Act of 2012**

(U) **Atomic Energy Act**: The FBI has lead responsibilities for violations within the act.

(U) **18 U.S.C. § 3052**

(U) **28 CFR § 0.85**

Appendix A: (U) References

(U) See the [redacted] for additional information.

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(U) For more information, refer to the following:

- (U) [redacted]
- (U) [redacted]
- (U) Special Events Management Policy Guide, 0666DPG
- (U) Special Weapons and Tactics Policy Guide, 0963PG
- (U) Crisis Management Policy Guide, 0899PG
- (U) Crisis Negotiation Program Policy Directive and Policy Guide, 0716DPG
- (U) Hazardous Devices Operations Center (HDOC) Policy Guide, 0233PG
- (U) Bureau Aviation Regulations Policy Guide, 0903PG
- (U) Emergency Medical Support Program Policy Directive and Policy Guide, 0683DPG
- (U) Employee Transfer Policy Guide, 0193PG, and Policy Notice (PN) 0740N, Employee Transfer Interim Policy Update
- (U) Policy Library and Forms Portal
- (U) PD 0782D, Shooting Incident Response Procedures

Appendix B: (U) Acronyms

(U) Acronyms	
AAR	after-action review
ACU-T	advanced communications user-tactical
AD	assistant director
ADIC	assistant director in charge
AES	advanced encryption standard
AG	attorney general
ALSE	aviation life support and equipment
ASAC	assistant special agent in charge
ASaf	aviation safety coordinator
ASC	assistant section chief
ASD	aviation safety directive
AvCO	aviation coordinator
AWD	airworthiness directive
BAO	bureau aircraft operations
BGAN	broadband global area network
C2	command and control
C3	command, control and communication
CAV-2	canine hepatitis
CBR	chemical, biological, or radiological
CBRN	chemical, biological, radiological, nuclear
CCRSB	Criminal, Cyber, Response, and Services Branch
CDC	chief division counsel

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CDV	canine distemper
CFR	Code of Federal Regulations
CHS	confidential human source
CID	Criminal Investigative Division
C-IEDS	Counter-Improvised Explosive Devices Section
CIIU	Critical Incident Intelligence Unit
CIRG	Critical Incident Response Group
CMFI	civilian mission flight instructor
CMO	chief medical officer
CMP	Crisis Management Program
CMU	Crisis Management Unit
CNP	Crisis Negotiation Program
CNU	Crisis Negotiation Unit
COA	course of action
COG	continuity of government
CONOP	concept of operations
CONUS	continental United States
COOP	continuity of operations
COP	common operating picture
COS	Countermeasures Operations Section
CPV-2	parvovirus
CQB	close-quarters battle
CS	orthochlorobenzalmalononitrile
CTD	Counterterrorism Division
DAD	deputy assistant director

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DD	Deputy Director
DES	data encryption standard
DHS	Department of Homeland Security
DIOG	<i>Domestic Investigations and Operations Guide</i>
DoD	Department of Defense
DOE	Department of Energy
DOJ	Department of Justice
DOS	Department of State
DPG	directive and policy guide
EAD	executive assistant director
EC	electronic communication
EMSP	Emergency Medical Support Program
EMT	emergency medical technician
EO	Executive Order
EPA	Environmental Protection Agency
ERT	evidence response team
ES	equipment specialist
EMSS	Employee & Medical Services Section
FAA	Federal Aviation Administration
FAR	Federal Aviation Regulation
FBI	Federal Bureau of Investigation
FBIHQ	Federal Bureau of Investigation Headquarters
FISA	Foreign Intelligence Surveillance Request

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FO	field office
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FRAGO	fragmentary orders
FTOC	foreign transfer of custody
FY	fiscal year
GFC	ground force commander
GPS	Global Positioning System
HAZMAT	hazardous materials
HDOC	Hazardous Devices Operations Center
HDS	Hazardous Devices School
HE	high explosives



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HHS	Health and Human Services
HPW	high performance waveform
HRD	Human Resources Division
HRT	Hostage Rescue Team
HSAC	high speed assault craft
HSPD	Homeland Security Presidential Directive
IA	intelligence analyst
ICRI	incident command radio interface
ILU	Investigative Law Unit
IMS	inventory management specialist
INSD	Inspection Division
IOD	International Operations Division



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JOC	Joint Operations Center
K-9	canine

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KSA knowledge, skills, and abilities

LEGAT legal attaché

[REDACTED]

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MEDEVAC medical evacuation

METL mission essential task list

MORU Medical Operations and Readiness Unit

MOTR Maritime Operational Threat Response

[REDACTED]

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MSDS material safety data sheet

NAC national assets commander

NBC national breaching coordinator

NCR National Capital Region

NIMS National Incident Management System

NOTS New Operator Training School

NOTU National Operations and Training Unit

NRF National Response Framework

NSPD National Security Presidential Directive

NSSE National Security Special Event

[REDACTED]

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OC oleoresin capsicum

OCONUS outside Continental United States

OGA other government agency

OMC operational medical coordinate

OPM Office of Personnel Management

OPORD operations order

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OSC	on-scene commander
OSHA	Occupational Safety Health Administration
OSU	Operational Support Unit
PA-C	physician assistant - certified
PC	production control
PD	policy directive
PFT	physical fitness test
PG	policy guide
PIC	pilot in command
PM	program manager
PN	policy notice
POTUS	President of the United States
PPC and E	personal protective clothing and equipment
PPD	Presidential Policy Directive
PPE	personal protective equipment
PQC	Pistol Qualification Course
PQS	personnel qualification system
PRC	portable radio communications
PSD	personnel security detachments
PTC	preliminary tactical candidates
QAS	quality assurance specialist
QC	quality control
QCP	quick capture platform
RAM	rapid access ammunition
RSP	render-safe procedures

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SA	special agent
SABT	special agent bomb technician
SAC	special agent in charge
SARSU	Special Agent Recruiting and Selection Unit
SAS	Surveillance and Aviation Section
SASS	Special Agent Selection System
SB	senior breacher
SC	section chief
SCUBA	self-contained underwater breathing apparatus
SIA	special investigation assistance
SIM	sensitive investigative matter
SIOC	Strategic Information and Operations Center
SME	subject matter expert
SMEAC	situation, mission, execution, administration, command, and control
SMP	special mission planner
SMU	special mission units
SOP	standard operating procedure
SOU	SWAT Operations Unit
SSA	supervisory special agent
SSE	sensitive site exploitation
STL	senior team leader
SWAT	Special Weapons and Tactics
TACOPS	Tactical Operations Course

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TAIP	Tactical Airborne Insertion Program
TAO	tactical air officers
TC	tactical commander
TCCC	tactical combat casualty care
TCS	tasks, conditions, and standards
TECHNO	technical trained navigation operators
TFO	task force officer
THU	Tactical Helicopter Unit
TL	team leader
TMT	Tactical Mobility Team
TOC	Tactical Operations Center
TRMS	Training Resource Management System
TRP	Tactical Recruiting Program
TRPC	Tactical Recruiting Program Competitive
TRPN	Tactical Recruiting Program Non-Competitive
TS	Tactical Section
TSD	time-sensitive deployment
TTP	tactics, techniques, and procedures
U.S.C.	United States Code
UC	unit chief
ULEO	unconventional law enforcement operations
USG	United States Government
USIC	United States Intelligence Community
WARNO	warning orders

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WFO	Washington Field Office
WMD	weapon of mass destruction
WMDD	Weapons of Mass Destruction Directorate
